

EASTSIDE COMMUNITY CHURCH

BUILDINGS AND GROUNDS USAGE POLICY



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1. INTRODUCTION AND FRAMEWORK

Through the grace of God, we have been provided with facilities to be used for His glory and to advance His kingdom in the Wynnum West area. Although the facilities are not generally open to the public, we make our facilities available to approved non-members as a witness of our faith, in a spirit of Christian charity and as a means of demonstrating the Gospel of Jesus Christ in practice.

However, facility use shall not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarised in, among other places, the church's constitution. Church facilities shall not be used for activities that contradict, or are deemed to be inconsistent with, the church's faith or moral teachings. The Church Administrator is the final decision-maker concerning the use of church facilities.

This policy outlines how usage of the facilities will be managed.

1.1 Title of Policy

This policy shall be known as the "Buildings and Grounds usage policy".

1.2 Purpose of Policy

This policy sets out how ECC determines which organisations, groups and individuals (in addition to approved ECC ministry groups) are deemed appropriate for utilising space within the facilities, and what conditions of usage apply.

1.3 Related documents

The following documents support this policy:

- **Kitchen Usage Policy**
- **Approved users list**
The CLT may create and amend from time to time, a list of pre-approved organisations, groups and individuals who may use the facilities.
- **Memorandum of understanding**
The CLT shall develop and amend from time to time, a Memorandum of Understanding to be signed by users of the facilities, normally where there is use over an extended time – one time users shall not be required to sign the Memorandum of Understanding, but must comply with this policy.

- **Application for use form**

All requests for use of the premises must be in writing on the appropriate form.

1.4 Definitions

Premises: The land and all fixed structures situated at 554 and 568 Wondall Road, Manly West.

CLT: Church Leadership Team

ECC: Eastside Community Church

Use: Any function or activity undertaken by the user on the premises

User: The organisation, group or individual(s) who request, and if approved, use the premises

1.5 Who must comply with this Policy

This policy applies to all potential and actual users of the premises other than ECC ministry groups. ECC ministry groups must, however, comply with clauses 3.4 and 3.5 below. All users must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice.

1.6 Guiding Principles

- Church activities shall take precedence over other usage.
- No hiring fee shall apply, but users are encouraged to make a donation to assist in defraying the expenditure associated with maintaining the premises.
- Where there is no conflict of interest, the premises shall be available to approved users.
- Users shall use the premises in a careful, respectful and orderly fashion.
- Users shall comply fully with the conditions of use set out in clause 3 below.
- Use by the church family is encouraged.
- Facilities are available between the hours of 08h00 and 22h00. Use outside of these hours may be approved by the Church Administrator.

2. APPLICATION FOR USE OF FACILITIES

2.1 Public Hire

The premises are not available for public (commercial) hire.

2.2 Permitted users (in addition to the approved users list)

2.2.1 ECC members and Adherents

Private persons who are members or adherents of ECC. For the purpose of this policy, adherents are non-members listed in the latest ECC directory, or people affirmed as adherents by the CLT.

2.2.2 Christian Organisations

Formal church organisations (church and para-church) who share similar mission and vision as ECC, as assessed by the CLT.

2.2.3 Informal Christian Groups

Informal Christian groups requesting use of the buildings and grounds for an overtly Christian purpose (such as Bible teaching), if approved by the CLT.

2.3 Frequency of use

Use of the premises will usually be granted only for once off occasions.

Where several periods of use are requested by an allowable user, the Church Administrator will consider the request subject to the following guidelines:

- Does the proposed repeated use advance the mission and vision of ECC?;
- Does the proposed repeated use disadvantage ECC ministries?; and
- Are there extraordinary circumstances which render the user unable to, or being disadvantaged in sourcing their own premises or hiring alternative commercial premises?

Where usage is expected to exceed three months, a Memorandum of understanding must be formalised prior to the commencement of use.

3. CONDITIONS OF USE

3.1 Precedence of ECC Activities

ECC ministry activities take precedence over all other uses.

3.2 Application for use

All prospective users must complete the application for use form at least two weeks prior to the usage date and submit it to the Church Administrator for consideration.

The Church Administrator will inform the prospective user of the decision. Use shall be restricted to the areas approved by the Church Administrator.

3.3 Advertising and decorating

Minor, temporary advertising signage may be displayed at the entrance to the premises on the day of use.

Decorating the premises is permissible with the prior approval of the Church Administrator. No decorations shall be affixed to the premises with nails, screws or other items which would damage the building. All advertising and/or decorations shall be removed at the conclusion of use.

3.4 Alcohol and drugs

No alcohol or drugs are permitted to be brought onto the premises. Users are to ensure that people who have consumed alcohol or drugs are not permitted onto the premises whilst under the influence of the substance.

3.5 Cleaning and security following use

The user shall ensure that the premises are returned in a clean and orderly fashion, and that any equipment used is properly cleaned and packed away at the conclusion of the use.

The user shall ensure that all air conditioning, lights (excluding security lighting) and other appliances are turned off and that the premises are securely locked at the conclusion of use.

Where keys have been provided for the use, the user shall ensure that the keys are returned to the Church Administrator on the first business day after the use.

3.6 Insurance

Public liability insurance for once off approved events is covered by the church insurance policy. However, proof of insurance for repeated use shall be provided by the user prior to use, in the form of a confirmation as to the currency and adequacy of the policy to the satisfaction of the Church Administrator.

3.7 Damage to premises and failure to clean

Any damage to the premises shall be reported to the Church Administrator at the earliest possible time. Any repairs required shall be carried out by ECC and the costs thereof recovered from the user. Similarly, any cleaning necessary shall be carried out by ECC and the cost thereof recovered from the user.

3.8 Donations

Whilst no charge is levied for the use of the premises, donations are welcomed to assist in defraying the regular costs incurred to maintain the premises in good order.