BUILDINGS AND GROUNDS USAGE POLICY

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1 PURPOSE OF POLICY

Through the grace of God, we have been provided with facilities to be used for His glory and to advance His kingdom in the Bayside area. Although the facilities are not generally open to the public, we make our facilities available to our members and attendees, as well as like minded organisations, in a spirit of charity and as a means of demonstrating the Gospel of Jesus Christ.

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

1.2 This policy applies to all potential and current users of the premises, including Eastside Community Church ministries.

2 PRIORITY OF USE AND PERMITTED USERS

2.1 The following priority schedule is to be followed when our facilities are requested for use:

Priority 1: Regular ministry activities of Eastside Community Church (i.e. Sunday Services, Eastside Youth, Growth Groups, etc.)
Priority 2: Regular or one-off activities hosted by Eastside Community Church (i.e. Explaining Christianity, Membership Course, etc.)
Priority 3: Private activities of members and regular attendees of Eastside (i.e. Weddings, funerals, parties, etc.)
Priority 4: Events/activities hosted by outside organisations/individuals (i.e. para-church events, community events etc.)

2.2 The following are permitted users of our facilities:

2.2.1 Eastside Community Church Ministries

All Eastside ministries maintain priority usage of all facilities, this includes one-off events that may conflict with any other user's repeated usage.

2.2.2 Eastside Community Church Members and Attendees

Private persons who are members or attendees of Eastside Community Church May use our facilities for private activities. For the purpose of this policy, attendees are non-members defined as individuals who regularly attend Eastside Community Church services.

2.2.3 Christian Organisations

Formal Christian organisations (church and para-church) that share a similar mission and vision as Eastside Community Church, as assessed and approved by the elders of Eastside Community Church.

2.2.4 Informal Christian Groups

Informal Christian Groups requesting the use of the premises for an overtly Christian purpose (such as Bible teaching), if assessed and approved by the elders of Eastside Community Church.

2.2.5 Those on an additional approved users' list

At the discretion of the elders of Eastside Community Church, a list of pre-approved organisations, groups, and individuals who may use the premises may be created and amended. Approval is to be sought through the Application for Use of Premises Form in Appendix 1 and will be approved by the elders.

3 CONDITIONS OF USE

3.1 PROHIBITED ACTIVITIES

3.1.1 Activities hosted by anyone not listed as a permitted user in cl2.2 are prohibited.

3.1.2 Activities where alcohol and drugs are present are prohibited.

3.1.3 Activities that are not consistent with Eastside Community Church's statement of faith are prohibited.

3.1.4 Uninsured commercial activities are prohibited (activities held in company names i.e. karate lessons, dancing classes, aerobics, etc.). This does not preclude fee-based activities undertaken by individuals (i.e. not companies) where approved by the elders at Eastside Community Church.

3.2 ACTIVITIES THAT CAN BE UNDERTAKEN WITHOUT PERMISSION

3.2.1 Activities relating to church ministries (Including but not limited to Sunday Services, Eastside Youth, Craft Group, Kids Church, Kids Club, Growth Groups, Explaining Christianity).

3.2.2 Planned or impromptu gatherings of fellowship directly preceding or following a Sunday Service or similar event (including but not limited to seniors lunches, young adults lunches, and suppers) do not require permission where they are within the hours mentioned in cl3.4.3, do not impede or disrupt ministries or other planned activities, and do not cause unreasonable use of resources or damage to property.

3.2.3 Private events hosted by the tenants of the Ministry Centre. Tenants are permitted to utilise the downstairs Ministry Centre space and outside courtyard areas if they do not impede or disrupt ministries or other planned activities.

3.3 ACTIVITIES THAT CAN BE UNDERTAKEN WITH PERMISSION

3.3.1 Weddings, funerals, and any other activity that do not fall into the categories listed in section 3.2 require permission from Eastside Community Church staff and/or elders. Permission is to be sought through the Application for Use of Premises Forms in Appendix 1 at least 2 weeks prior to the activity.

3.3.2 Where repeated use of our facilities is requested by a permitted user, the elders of Eastside will consider the request subject to the following guidelines:

- Does the proposed repeated use advance the mission and vision of Eastside Community Church?

- Does the proposed repeated use disadvantage Eastside Community Church ministries?
- Are there extraordinary circumstances that render the user unable to, or at a disadvantage 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. The Memorandum of Understanding must be approved and signed by the elders of Eastside Community Church.

3.4 FURTHER GUIDELINES AND RULES

3.4.1 Facility use by members and regular attendees is encouraged.

3.4.2 Where there is no conflict of interest, the premises shall be available to approved users.

3.4.3 Facilities are available between the hours of 0800 and 2200. Use outside of these hours may require additional approval.

3.4.4 Users shall use the premises in a careful, respectful, and orderly fashion.

3.4.5 Any damage to the premises shall be reported to Eastside via the Maintenance Request Form in Appendix 1 at the earliest possible time. Any repairs required shall be carried out by Eastside Community Church and the costs thereof recovered from the user. Similarly, any cleaning necessary shall be carried out by Eastside Community Church and the cost thereof recovered from the user.

3.4.6 Costs for the use of Eastside's buildings and facilities are to be determined in accordance with Schedule 1, at the discretion of the Elders.

3.4.7 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 into the premises whilst under the influence of the substance.

3.4.8 Minor, temporary advertising signage may be displayed at the entrance to the premises on the day of use. Decorating the premises is permissible with prior approval. 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.

3.4.9 Use of any audio-visual equipment requires prior approval.

3.4.10 Wi-Fi access can be provided at the user's request.

3.4.11 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. All inside bins are to be emptied, and floors are to be cleaned.

3.4.12 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.

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

3.4.14 Any exterior use of open flames or heating devices requires prior approval.

3.4.15 No open flames (i.e. candles, etc.) are allowed inside the building.

3.4.16 Public liability insurance for one-off approved activities is covered by Eastside Community Church's insurance policy. Commercial activities (activities held in company names), repeated use, and external amusements (e.g. jumping castles, animal farms) are not covered.

3.4.17 In the event of repeated use or users bringing external amusement vendors, the user shall provide proof of insurance in the form of a copy of a Certificate of Currency. The public liability amount must be equal to or more than Eastside Community Church's public liability of $20,000,000.

3.4.18 Eastside Community Church reserves the right to refuse permission to use our facilities for activities that would void our insurance or require additional risk assessments and risk management.

4 APPENDIX 1 – FORMS

Date of Revision	
Approved by	
Description of Change	

All requests for the use of our facilities must be in writing through the appropriate form.

Application for use of premises (Funerals) -
https://eastsidecommunity.churchcenter.com/people/forms/534425

Application for use of premises (Weddings) -
https://eastsidecommunity.churchcenter.com/people/forms/534435

Application for use of premises (General) -
https://eastsidecommunity.churchcenter.com/people/forms/534434

Maintenance Request Form -
https://eastsidecommunity.churchcenter.com/people/forms/542584

5 SCHEDULE 1 – FACILITY USAGE RATES

Date of Revision	
Approved by	
Description of Change	

Rates for External Individual or Organisation			
	Hourly*	Half-Day**	Full-Day
Upstairs Auditorium (250+ seat auditorium)	$50	$150	$250
Downstairs Auditorium (75+ seat auditorium, multi-use space, courtyard)	$35	$105	$175
Ministry Centre (10-15 seat multi-use teaching space)	$15	$45	$75
Additional Costs			
Kitchen Usage (use of kitchen facilities, crockery, and glasses)	$50		
AV Operators	$30/hr		
Setup Fee (if Eastside Staff are required to set up equipment, tables, etc.)	$30		
Key Deposit	$25 (refundable)		

* Hourly or part thereof
**Half-Day: up to and including 4 hours