

# THE SOURCE

## BUILDING USE POLICY

LAST UPDATED: July 19, 2025

### PURPOSE

- Our fellowship has been blessed with an incredible facility, thanks to the sacrifices and skills of our congregation and friends. This facility will allow us to reach new goals in our outreach to our community, such as allowing both faith and non-faith-based events to use our facilities.
- Thus, as God's stewards of this space, we have put together this policy to help ensure that the use of this building does not damage the space, or hinder our Mission, Vision, or Values

### OUR MISSION

- Expecting life change by devoting ourselves to God's Word, Community, Worship, and Prayer.  
Acts 2:42

### OUR VISION

- Provide a daily environment where ordinary people encounter an extraordinary God.

### OUR CORE VALUES

1. Compassionate Relationships.
2. Biblical Teaching.
3. Passionate Worship.
4. Spiritual Growth.
5. Christ-like Service.
6. Expectant Prayer.
7. Relational Outreach.
8. and Excellence in all we do.

A full statement of faith is available on our website at: <https://source59.com/beliefs>

### APPROVAL & ELIGIBILITY

- All events must be approved by the Leadership Team.
- Please send the below application for your event at least 30 days prior to the event.
- We reserve the right to approve or disapprove of any use of the building.

### Guidelines for Approval:

- We seek to allow our community to use our building for various events, that may or may not be faith-based. However, at no time should any events using the building directly contradict any part of our Vision, Mission, and Values.
- The Source Church, when choosing building use requests, does not discriminate against or show preferential treatment for potential renters based on race, color, religion, age, sex, handicap, national origin, ancestry, physical disability, and veteran status.

- However, it is the right of The Source Church to refuse any events based on conflicts with our Mission, Vision, Values, Statement of Faith ([source59.com/beliefs](http://source59.com/beliefs)), or moral teachings.
- A request may also be turned down, simply because it does not fit the available schedule, does not fit a good use of our building, or because we feel there would be safety, legal, or moral issues.

## SCHEDULE

- Once an event is approved, we will add it to our building use calendar.
- Note that official church events, or previously scheduled events will generally take precedence with rare exception.

## BUILDING USE DURING EVENT

### General Rooms

- Use of the building is always limited to what is approved in writing by the Leadership Team, through the application process.
- The conduct of all persons attending events is expected to be respectful of the property, maintaining noise levels that respect others in adjoining spaces.
- You are free to use our building in any respectful way that leaves the building the same as it was when you found it.
- You may use any provided tables, chairs, and couches in ways that do not cause unusual wear or any damage.
- You may use the white three-step ladder, for hanging decorations.
- You may use tape on the ground
- **You may NOT:**
  - **Nail anything to walls**, but you can use packing or masking tape that will not remove any paint or texture from the walls.
  - **Stand on folding chairs.** The chairs bend and are unrepairable when stepped on. Use the small step ladder.

### Stage

- The Stage can be used by 1-6 people at a time. More people than this makes more likely the bumping into sensitive equipment on the stage.
- The center TV monitor may be turned on by the power strip inside the middle-bottom of the cross, and used with an HDMI cable.
- Nothing on the stage other than stools, should be moved by any in your party, unless a part of the official approval.
- No other equipment on the stage can be used without expressed written permission.
- **Do not use tape or anything else that will mark the stage carpet.**
- **NO food or drink** can be brought onto the stage for any reason.

### A/V Room and Sound System Use

- If you have not hired a A/V tech from The Source, then no one may enter or use the A/V room, or use the stage equipment such as microphones and instruments.
- Microphones, stage lights, and extra screens can be used if a tech is hired.
- A request can be made to use our speakers, by way of an audio port in the wall outside our A/V room, such as playing music off a laptop or other device.

## **Living Room**

- The living room may be used if agreed upon, however all books must be returned to the shelves by the end of the day, and for no reason can be taken from the building.
- Please keep children from touching anything else on the shelves, such as the papers and supplies.
- A table maybe added to the center of the room, but otherwise furniture should not be rearranged or moved out of this room, unless written approval.

## **Closets**

- The tables, music stands, and brooms in the **Double-Door closet** at the back of the main room (sanctuary) may be used for events.
- However, the **Barn-Door closet** in the main room (sanctuary) should **not** be entered in by any of your party during your event.

## **Coffee Shop**

- No one who is not trained by The Source can use the coffee shop area or machines in any way.
- No supplies within the coffee shop counters can be used, from coffee, to syrups, to cups.
- If you would like to have the coffee shop open for business during your event, you may hire one or two of our trained baristas.

## **Harmful materials**

- Smoking, vaping, or illegal substances are not permitted in or just outside of our church building.
- Alcohol use must be approved by the Leadership Team.
- Open flames may not be used without express permission from the Leadership Team.

## **SET-UP**

- Unless agreed upon with the Pastor or Leadership Team, all set-up will be done by your party.
- We will strive to make sure each room is ready for general use at all times.
- Signs on the exterior doors or grounds should be agree upon during approval process.

## **CLEANUP**

- The user is expected to leave the building in the same condition it was prior to the event and must remove all items associated with their event upon conclusion.
- The user may decorate with tape or poster putty that does not damage or leave marks on our walls, or trim (no tacks or nails may be used), but all tape must be removed by the end of use.
- Any decorations or signs deemed inappropriate for any reason can be removed at the discretion of the Facilities Manager and/or any church staff employee.
- The user is expected to bag up any overflowing trash cans, and throw out those bags in the dumpster behind the building, accessible by our back door from the main room.
- Any used diapers need to be thrown out in the dumpster daily, and not left in trash cans.
- Any dirty dishes owned by The Source, should be washed and left in the drying rack in the back utility sink.

## **TENANT COURTESY**

- There are various other businesses next to our building suites. It is expected that only reasonable talking levels or audio play that respects the other businesses will be allowed.
- At no time should sidewalks in the front be blocked by any use of your event.

## SAFETY OF CHILDREN

- Though The Source will strive to maintain our building and provide a safe place for your event, you are responsible for any misuse of the facilities that lead to injury or harm.
- When children are in attendance at any event, they must be under the supervision of their parent or a designated adult at all times and are not permitted to roam freely on property, including outside the building, and especially in the back alley that has regular truck traffic.

## PROPERTY DAMAGE

- Any property damage done prior to your use, must be immediately reported to the pastor or Source Church representative.
- Any property damage repair costs caused by your group, must be replaced / covered, to the agreement of the pastor.
- For larger events, refundable deposits may be requested by Leadership Team during the approval process.

## RENTAL AND OTHER FEES

- The Source Church is not looking to make any profit on our building rental. At the same time, **the building costs us \$260 each day, plus from \$15-\$50 a day for electricity (AC & Heating mostly).**
- Thus, we desire to make up some of these costs through sub-leasing rentals, while still supplementing the costs passed on for community use.
- **Rental Fees cover** electric & water utilities, general cleaning, normal use of tables and chairs, normal use of toiletries, and water cups. They DO NOT cover any visual messes left by your group's activities.
- Fees may be waived if the Leadership deems an event as an approved ministry event.
- A member of The Source Church may request a waived or reduced fee for a personal event. However, it should be noted these fees are basically our costs for such events to the church.

ROOMS to RENT:	Up to 5 hours	Up to 10 hours
Rental of Sanctuary & classrooms	\$ 120.00	\$ 180.00
Rental of only Sanctuary	\$ 90.00	\$ 140.00
Rental of only Glass Classroom	\$ 50.00	\$ 80.00

- Specific Set-up Fee: \$25-\$50
  - This fee is only if you request a specific setup ahead of time.
- Extra Cleaning Fee: \$25
  - It is expected that each space will be left in the official set-up way per room. If any extra clean-up is required by our staff, there will be an additional \$25 cost.
- Audio/Visual Tech: \$25 an hour
  - Only approved tech people from The Source are allowed to be hired.
- Coffee Shop Fee: \$15 an hour per barista requested.
  - This is in addition to the individual costs of the drinks.
- A deposit of \$50, or the full payment for the expected time, will hold your reservation.
  - Deposits are non-refundable if you cancel, but refundable if your application is denied.

- **Property Damage:**

- There will be an added fee according to the cost of repair, for any property damage done. For Instance:
  - \$25 per bent chair (usually due to people standing on them)
  - \$60 per damaged white 6-foot table
  - \$50 per hole in the drywall
  - \$350 per cracked or shattered interior window

#### **LIABILITY WAIVER**

- For some high energy, or large group events, it might be required from the leadership team, that you have insurance that covers significant property damage, and any liability of your attendees.
- You will be asked if you have one, in the Building Use Request form. This will be taken into consideration as a part of your request.

# THE SOURCE CHURCH

## BUILDING USE REQUEST

(This form is also available to complete digitally on our website: [Source59.com/rentals](http://Source59.com/rentals))

### CONTACT INFORMATION:

Name: \_\_\_\_\_ Primary Phone: \_\_\_\_\_

Address / City / Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

Optional Secondary Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Event: \_\_\_\_\_ Date(s) of Event: \_\_\_\_\_

Time Building is needed (include set-up and clean-up): \_\_\_\_\_

### The requested use of the building includes (mark all that apply):

- ☐ Seating / auditorium use
- ☐ Tables and chairs for various activities
- ☐ Childcare
- ☐ Seminar / Instruction for adults
- ☐ Schooling of children
- ☐ Active or high-movement activities (i.e. fast pace games or workout)
  - ☐ Explain:

### Rooms you plan to use (mark all that apply):

- |   |  |
|---|--|
| <input type="checkbox"/> Main Room (sanctuary)                    | <input type="checkbox"/> Glass Classroom     |
| <input type="checkbox"/> Stage for general standing / instruction | <input type="checkbox"/> Kids Room           |
| <input type="checkbox"/> Stage for band or more involved use      | <input type="checkbox"/> Baby Room           |
| <input type="checkbox"/> Audio/Visual Room                        | <input type="checkbox"/> Living Room         |
| <input type="checkbox"/> Front Lounge                             | <input type="checkbox"/> Back alleyway       |
| <input type="checkbox"/> Coffee shop (machines)                   | <input type="checkbox"/> Front outside space |

### Other Building Use (mark all that apply):

- ☐ We need to use the TV monitor on the stage
- ☐ We need the stage arranged in a specific manner.
  - ☐ Explain:
- ☐ We need the stage cleared off.
  - ☐ Explain:
- ☐ We only need the use of speakers, and plan to use the audio jack on wall, with our own device.
- ☐ We need to hire an AV room tech to use sound system, microphones, additional screens.
- ☐ We need to set up a band on the stage.
- ☐ We plan to use candles, open flames, or heating elements.
  - ☐ Explain:

- ☐ We plan to have alcohol on the premises.
  - Explain:
- ☐ We plan to put up signs outside of the building.
  - What will they say:

**FEES (check all that apply)**

ROOMS to RENT:	Up to 5 hours	Up to 10 hours
Rental of Sanctuary & classrooms	<input type="checkbox"/> \$ 120.00	<input type="checkbox"/> \$ 180.00
Rental of only Sanctuary	<input type="checkbox"/> \$ 90.00	<input type="checkbox"/> \$ 140.00
Rental of only Glass Classroom	<input type="checkbox"/> \$ 50.00	<input type="checkbox"/> \$ 80.00

- ☐ Included with this application a \$50 deposit to hold my reservation to use the building.

**PAYMENT (check one)**

- ☐ I will pay online through the giving app on Source59.com/give
- ☐ I will bring a check/cash for the full amount on the first day of use
- ☐ I am requesting to bring a check or cash on the last day of use
- ☐ I plan to pay on a weekly basis (if the rental is weekly)
- ☐ I am a member of the Source Church, and I am requesting a waived or reduced cost for this event.

**LIABILITY**

- ☐ I have read the Building Use Policy document, and agree to abide by all stated policies and procedures.
- ☐ I attest that the above is an accurate representation of how the building will be used by my group.
- ☐ I release The Source church of all claims in our use of the building for our event. I hereby acknowledge that we understand that risks, including inherent risks, are associated with any type of exercise and activity, and we hereby assume all such risks, for myself and all participants. I hereby release The Source Church and all of its agents, employees, officers and directors (i.e. Pastor Eric Johnson), from any and all risks, actions, causes of action, claims, demands, liabilities and obligations of any and every nature whatsoever, including, without limitations, for illness, personal injury, death, property damage, hospital/medical claims, and personal or proprietary rights, and hereby hold The Source Church and Pastor Eric Johnson harmless and agree to fully indemnify them from and against any and all claims.
- ☐ **Optional:** I have 1-million dollar (or higher) business insurance to cover our use of the building, and any liability by people we bring onto the premises.

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Your Signature

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Date