

500.02 Regular or Regular Periodic Users of BLC Facilities

Policy: Besides supporting BLC ministries, BLC encourages the use of its facilities by various religious, social ministry, and community groups. Encouraging and facilitating community use of BLC facilities is a BLC ministry. Any individual or organization requesting the use of BLC facilities on a regular basis must be scheduled and approved as identified below and the terms and conditions of the agreement will be documented in writing.

- **Requests by BLC members and friends for regular periodic use of the facilities to accommodate BLC activities must be scheduled and approved through the church office.**
- **Requests by BLC members and friends for regular periodic use of the facilities to accommodate organizations supported by BLC must be submitted in writing using the Council approved Facility Use Application and Agreement and approved by the resources manager or his/her designee.**
- **Requests for periodic or regular but not frequent use of the building by other organizations must be submitted in writing using the Council approved Facility Use Application and Agreement and approved by the resource manager or his/her designee**
- **Requests for regular daily or weekly use of the building by non-BLC organizations must be submitted in writing using the Council approved Facility Use Application and Agreement and reviewed by the Council upon recommendation of the resource manager or his/her designee and will include a separate memorandum of understanding and/or contract.**

Guidelines

1. All requests for use will be made and processed through the church office to ensure that required scheduling, coordination, approvals and documentation is completed.
2. Any use requested which is outside of direct BLC activities requires completion of the Facility Use Application.
3. The resource manager is responsible to periodically review and maintain a Facilities Use Application and Agreement, and a copy of this will be files with this policy statement.
4. The Facilities Use Application and Agreement should specify, in writing, the rules, guidelines, and expectations of use. At a minimum, it must require the following:
 - a. A point of contact in the requesting organization and a “person in charge” designation, including contact information.
 - b. The terms and conditions of the specific use, including days, times, and any fees.
 - c. Any conditions for which other BLC required uses may pre-empt user use.
 - d. Signed user assumption for full responsibility for repair of any damages resulting from the use or misuse of the facilities.
5. Annually the resource manager will recommend and the Council will approve a schedule of recommended User Fees for BLC facilities. That list will be filed with this policy statement. BLC does not charge fees or rents or encourage gifts as a money generating activity, but fees may be recommended when the proposed facility use creates particular wear on the facilities or requires extra maintenance and services. The User Fee Schedule will include applicable cleaning fees or misuse charges.
6. Fees may be reduced or waived by the resource manager or designee depending on the type of community group, the nature of the activity, and other considerations. Any fee waiver will be documented in the Use Application and Agreement.