

Facilities Scheduling and Fees Policy - Non-Profit Organization Use *(Revised July 28, 2013)*

Non-Profit Organizations Without Church Member Sponsorship

1. To request meeting space, contact the Office Manager.
2. The Office Manager will notify the Pastor and the President of the request.
3. For a one-time event, Pastor or President may approve use. If the proposed use is more than a one-time use, the Congregation Council will be asked to consider the request.
4. If approved by the Council, a contract specifying conditions of use will be signed by the President of Hosanna and the official representative of the non-profit organization.
5. After the contract is signed, the Office Manager will disburse keys as described below, and put the events/meetings on the on-line master calendar.

Fees

Fees will be determined on a case-by-case basis, to cover costs of heating, air conditioning, and custodial service for the rooms of the facility that will be used.

Keys

1. The Hosanna Office Manager is responsible for dispersing keys and keeping records of keys for any group approved for use of the facility.
2. Keys should be arranged through one "person in charge" per organization.
3. The "person in charge" may request up to 3 keys to be used by the organization.
No additional keys may be cut.
4. Key deposit is \$25 per key to be refunded when key is returned.
5. Keys must be returned when the non-profit is finished using the church, or upon request.
6. Church should be advised when the "person in charge" changes. Transfer of keys to another "person in charge" is not allowed without notification to the Office Manager.