



Clearwater Hmong Alliance Church

2813 30th Ave North
St. Petersburg, FL 33713

Building Usage Policy:

PHILOSOPHY:

Clearwater Hmong Alliance Church is committed to serve the members of the Church and local community organizations whose purposes are consistent with the ministry of the church. The followings guidelines have been developed to facilitate the approval of requests for use of its properties.

PROCEDURES:

1. Requests all use shall be made by completing, executing, and returning to the church the Building Usage Request Form available at the church.
2. Requests should include the name of the member of CHAC as a host for the requested event. Should a host not be named, the Board of Trustees may appoint one.
3. For non-CHAC organizations, a certificate of insurance naming the church as “Additional Insured” must be included with the request.
4. The completed form will be considered at the next regular monthly meeting of the Board of Elder and the requesting party will be notified in a timely manner of the outcome and any additional conditions associated with any approved use.
5. CHAC reserves the right to cancel any use agreement at any time.
6. Events/requests will not be put on the church calendar until all forms are completed and approvals are given.

GENERAL GUIDELINES:

1. Facility users are prohibited from including the church’s telephone number on event circulars, announcements or notices. Directions to the church available upon request.
2. Church equipment is available only on request and may be charged separately. Use of the kitchen facilities and audiovisual equipment will require proof that the user is qualifies to use such equipment.
3. **The following is strictly prohibited:** alcoholic beverages, drugs, firearms, traditional Hmong Ceremony, occult rituals, dancing or other activities inappropriate in the church.
4. User groups using the facility must return the room and all furniture to their original position after use.
5. CHAC will not be responsible for the loss or theft of any personal property. Personal items are the sole responsibility of the owner. All user groups/organizations agree to pay for any and all damages to the premises.

6. Costs for catering services are negotiated by the parties involved. When outside caterers are employed. The caterer will be charged a fee if the church dishes are used. The caterer is responsible for cleanup of the kitchen facilities, dishes and must supply any table cloths necessary. Outside caterers must contact the Church's Kitchen Coordinator.
7. The host/sponsor, as a member of CHAC shall serve as the main contact for the organization, assisting with coordination, and attending pre-event site visits and meetings, thus relieving church staff in handling events details. Host must be at the church during the event.

USAGE PARAMETERS:

1. Facilities are only available during normal business hours, Monday through Saturday.
2. Use will be limited prior to and during Christmas, Easter, and Thanksgiving and other major church events and activities.
3. Facilities users are to remain in areas designated for their use, maintain reasonable noise levels, and conduct themselves appropriately, consistent with the use of the House of God. Specific spaces designated for parking must be respected.
4. When applicable, facility keys will be issued to the approved contact person and cannot be duplicated. Keys should be returned as soon as possible following completion of use. Notification must be made to the board of elders if keys are lost or reassigned to another contact person for the organization.
5. Doors to church properties may not be propped open for any reason at any time, and must be locked before leaving, even if another group is in the building.

FACILITIES HONORARIA: Suggested donations per day or night of use.

<u>Facility/Areas/Room</u>	<u>Church Member</u>	<u>Non-Church Member (non-profit)</u>
Any or All	\$0.00	\$200.00

By signing below, I certify that I have read and understand "Clearwater Hmong Alliance Church Building Usage Guidelines". I accept the responsibility for the use of the facility as stated above. In addition, I understand that "Clearwater Hmong Alliance Church" will be held harmless and no responsible in the event of any accidents.

Signature: _____ Date: _____



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BUILDING USAGE REQUEST FORM:

Clearwater Hmong Alliance Church appreciates the opportunity to serve the Church members and the community by making the facility available to individuals and non-profit organizations. To maintain our ability for service in this area, we request that you read and follow the attached Building Usage Guidelines.

Name: _____

Description of Event: _____ Event Date: _____

Church Member: Yes: No: Individual: Non-Profit Organization:

Name of non-profit organization: _____

Certificate of Insurance Attached: Yes: No:

Area Usage Requested:

__ Sanctuary (capacity 300) __ Fellowship Hall (capacity 200) __ Kitchen

__ Class room numbers __ Activity Field __ Others: _____

Estimate number of Attendees: _____

Setup Time: _____ Clean up Time: _____

Clean-Up:

In order for us to better serve our member and the community, we ask that you help us clean up and make sure the facility is back to its original before you leave.

- If you are using the Kitchen, please coordinate with church “**Deaconess (nam ncignum)**”.

Thank you for your cooperation and your help.

Applicant Signature: _____ Date: _____

Address: _____

Email: _____ Phone number: _____

For Church Administrator Use Only

Approve: _____ Date: _____

Condition/Restriction: _____