

Mountain Park Community Church Building Use Policy

The primary use of the grounds, buildings and equipment of Mountain Park Community Church (MPCC) shall be to promote the mission of Jesus Christ. Uses that are educational, social service and/or character building in nature may also be permitted on a case-by-case basis, as directed by the Leadership Team. The following principals and guidelines are published in an effort to clarify the expectations of the congregation and the responsibilities of any groups or organizations that would like to use these facilities on a temporary or regular basis.

Priority Use Schedule

1. MPCC sponsored ministries and activities.
2. Weddings or Funeral Services.
3. Non-profit sponsored activities requested by MPCC members. Verification of membership done through Church Community Builders.
4. Other Christian organizations, churches, non-profit groups and organizations of the greater community of Ahwatukee. (*see fee schedule*)
 1. This category includes individuals or organizations not directly connected to MPCC. Groups or organizations in this category MUST be non-profit, educational or charitable in their focus. A non-profit tax number is preferred but not required.
 2. Proof of liability insurance naming the church as additional insured or a signed waiver of liability.
 3. Friends and Family discounted rate is available after verification of membership through Church Community Builders.
5. Certain for-profit organizations (*see fee schedule*)
 1. This category includes for-profit organizations that have a connection to MPCC or an MPCC member. Their use of the facility must be limited to events (recitals, concerts, shows, classes, etc.) where the for-profit organization is not fundraising or profiting from the event at MPCC.
 2. Proof of liability insurance naming the church as additional insured or a signed waiver of liability.
 3. Friends and Family discounted rate is available after verification of membership through Church Community Builders.

General Information

- Facilities are available on the basis of MPCC priority use schedule, M-F between the hours of 6AM and 8PM. Saturday and Sunday availability is determined on a case-by-case basis.
- Facilities are available on the half hour, but must conclude no later than 30 minutes prior to MPCC facility hours. All rentals are for a two-hour minimum, with half hour set up not included.
- Set up requiring more than the allotted half hour are at the additional per hour cost. Wedding and Funeral Service set up costs are determined at the time of Facility Use Agreement signing.
- Wedding and Funeral Service costs do not follow the fee schedule for Facility Use.
- Wedding packages use a different fee schedule and are coordinated with our Wedding Facilitator. Contact the church office at 480.759.6200 for Wedding Facilitator contact information.
- Funeral arrangement fees vary and are coordinated with Pastor Greg Battle. He may be reached at gbattle@mountainpark.org or 480-759-6200.
- MPCC accepts facilities requests no earlier than six (6) months in advance. Recurring requests are reviewed every six (6) months and may be subject to change if conflicting with MPCC priority use schedule.
- A pre and post walk through of facility rental area must be scheduled during church office hours with the Facilities Manager.
- Audio/visual services require qualified, MPCC technicians at additional cost as stated on fee schedule.
- A refundable \$100 damage deposit is required at the time of facilities use request.
- MPCC reserves the right to deny use of facilities to any group or individuals.

Revised April 19, 2014

Directives on Use of the Facilities

Failure to comply with any of these directives is grounds for dismissal from the premises.

1. Reservations are not guaranteed until rental fee and damage deposit is paid in full (if applicable) with a signed Facilities Use Agreement.
2. The individual signing as the "Person Responsible" on the MPCC Facilities Use Agreement will be held responsible for damages. Damage to property or equipment shall be immediately reported to the church office. Any charges above the damage deposit will be passed on to the "Person Responsible."

3. The user or group is responsible for cleanup of the rental area(s) after the event is over and ensure all lights are turned off and the facility is secure upon departure. A maintenance fee will be deducted from the deposit if the facility is left in need of cleaning (i.e. trash removal, table wipe down, etc.)
4. Moving of furniture and equipment must be approved ahead of time. User will return facilities to the condition in which they were found.
5. There may be more than one group using MPCC facilities at any one time. Stay within the facility area designated for your group and be respectful of others.
6. Thermostats are pre-programmed and are not to be tampered with.
7. All rooms requiring specific table/chair set up must include a diagram or drawing with attached request.
8. Animals are not allowed within the buildings with the exception of guide animals.
9. Alcoholic beverages, illegal substances and smoking are prohibited on all property of MPCC, including buildings, parking lots and grounds. No one under the influence of alcohol or illegal substances will be allowed to participate in programs or events. It is the responsibility of the group or individual using the facilities to see that all persons participating in the event are informed concerning these matters.
10. No flammable liquids, fire-producing chemicals, pyrotechnic devices, smoke generators and/or open flames in any form (with the exception of drip-less candles used in a worship setting) may be used on the church property. Use of any portion of the property shall conform to city fire and safety regulations.
11. Defacement of wall, woodwork or floors through use of nails, thumbtacks, tape, screws, wax, grease pencils or similar devices is strictly forbidden. Cost of remedying any defacement will be charged to the group using the facility.
12. The serving of food is limited to the areas designated for such purposes. No food or drink in the auditorium.
13. If a professional caterer is used, the caterer must agree to cover any and all damages to facility or kitchen equipment. They must have a certificate of insurance on file at the facility two (2) weeks prior to the event.
14. Minors must be supervised throughout the entire rental and cannot be left unattended at any point. MPCC does not provide or endorse any childcare providers for outside users. Events requiring childcare must have the age appropriate child to adult ratio and be pre-approved by a member of the Leadership Team.
15. When children are in attendance, they are expected to be under the control of their parents or adults responsible for the event.
16. The piano, drums and audio/visual system are under the care and supervision of the Worship Arts Director and may not be used without prior permission. Only approved audio/visual technicians from MPCC are authorized to use the audio/visual equipment at the additional cost outlined on the fee schedule. The portable sound system may be used upon request.
17. The placement of signs and displays are done in cooperation with the staff and can only be on display during the event.
18. Mountain Park Community Church assumes no liability or responsibility for personal property brought on to the church property.

I have read and agree to abide by the facility's directives:

Signature of Person Responsible: _____

Print Name: Date: _____

Revised February 3, 2015

Mountain Park Community Church Hold Harmless Agreement

As users of the facilities described in the Use Agreement (attached), we agree to protect, indemnify and hold harmless Mountain Park Community Church from all loss, cost, damage or expense, arising out of or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Mountain Park Community Church from any and all claims, cost or expense arising from any failure of the user in any respect to comply with and perform all requirements and provisions agreed by law or ordinance, during the period of use.

Signature of Person Responsible: _____

Print Name: Date: _____

Revised February 3, 2015