

Madison Square Church

Property Use Policy

Updated January 19, 2017

Contact: Madison Square Church Office (616) 245-7791 or fax 245-9030
e-mail: office@madisonsquarechurch.org

I. Definitions:

- **Level #1 - Madison Square Ministry:** a ministry or group that is directly associated with Madison Square Church and supervised by a Director, Support Staff person, or Ministry Leader.
- **Level #2 - Partner Ministry:** a group or organization that is affiliated with and supported by Madison Square Church (no fees will apply). Two(2) times per year.
- **Level #3 – Member/Attendee / Non-Partner:** a person who is actively involved in the life of Madison Square Church or a non-profit, educational, or faith-based organization that is not affiliated with or supported by Madison Square Church.
- **Level #4 - Non-Member / Business:** an individual or group who desires to use or rent Madison's facility for a non-church function or event.

Who may use Madison's facilities (All uses are subject to approval and *must* be scheduled and confirmed by the Madison Square Church Office. Use of Church property is allowed within the guidelines of this Policy):

Madison Square Church Ministries have first priority of use in all areas and at all times. Other requests shall not interfere with regular ministry without the prior consent of the Director or Ministry Leader whose scheduled use must be adjusted to allow for other activity. Madison Square Church reserves the right to discontinue any ongoing reservations by any party that is not considered a Madison Square Church ministry if it conflicts with a ministry.

In order to accommodate Madison Square Church ministries first, outside bookings will be on hold prior to the following seasons until the following dates:

- **For Summer (June, July, and August), outside groups will be open to book after April 1.**
- **For Fall (September – May) outside groups will be open to reserve after July 15.**

Members may use the Multipurpose Room, Madison Place or other room, subject to availability, free of charge for a reception after the service in which a family member has been baptized or professed their faith publicly. Only prepared food may be brought in and persons may not use Madison supplies.

Non-Partner Ministry organizations and Non-members may request the building for activities or personal uses. A Property Use form must be filled out and submitted and approved, and deposit received, before use can be scheduled.

II. Accountability:

1. The Director, Ministry Leader, or representative of the renting party reserving use is responsible for the conduct of all persons attending their event.
2. Misconduct or damage to church property may result in loss of deposits and/or use privileges for future events.
3. All damage must be reported to the Facilities Manager immediately.
4. If requested use is by a Partner Ministry Attendee, Non-Partner, Non-member, a representative from the party requesting use must meet with Madison's Facilities Manager or Office Staff to agree upon conditions of use, areas and service needed, and sign the use request.

III. Times of availability:

Madison Square Church Ministries and activities have priority of use in *all* areas at *all* times.

Monday – Friday: 8:00 am – 10:00 pm, with no exceptions to these times.

Saturday: 8:00 am – 5:00 pm for 1441 / 8am - 9pm for 1401 - Madison Place only.

Sunday: 1:30 pm –9:00 pm, with no exceptions

The times agreed upon must include setup, takedown, and cleanup of events. All scheduled events must end, personal property be removed, and the building vacated by the time the church is secured.

IV. Available services, fee(s) may apply for use:

A. Weddings and Funerals

Weddings and Funerals are a service provided by Madison Square Church's Pastoral Care department. All decisions regarding hosting a funeral or a wedding will be subject to availability and approval by our Lead Pastor or Campus Pastor.

B. Wedding Policy - Our denomination has a policy that marriage is between one man and one woman. We follow our denomination's policy.

B. Audio-visual Systems (see Audio Visual use policy for specific details):

-sound system** (Sanctuary, Madison Place, and Multipurpose room) includes microphones, CD's, or instrument amplification; a Madison technician is required.

- PowerPoint or video projection in Sanctuary, classroom(s), or Multipurpose room, a Madison technician is required.

C. Room setups, furniture, and fixtures:

-Room setup or takedown: performed by Madison Building Services Staff unless other arrangements have been made. Equipment, furniture, or fixtures may not be moved without supervision or written permission from Madison staff.

- Equipment, furniture or fixtures may NOT be moved or removed from any rooms or areas without supervision or the express permission of the Facilities Manager. (see Wedding Guidelines for conditions that apply to the Sanctuary).

D. Kitchen use (see Kitchen use Policy for specific details):

- Kitchen: on-site food preparation by cooking requires that a Madison Square Church-trained PIC (person-in-charge) is present in the kitchen to supervise and maintain standards complying with County Health Department codes and licensing requirements.

- Use of the kitchen for temporary storage or preparation for serving of catered or food prepared off-site will not require a PIC. **See Kitchen Use Policy** for specific details.

E. Van (see Van Use Policy for specific details):

- Van use is restricted to Church events only and drivers must be approved by the church in all instances and on our approved driver list on file.

V. Restrictions:

1. **ONLY** those rooms or areas agreed upon in the use application are available to ministries or non-church uses. All other areas are considered closed to use. Youth Ministry rooms are off limits unless use is approved by Madison Square Youth Director or Executive Director.
2. **NO RED, ORANGE, OR GRAPE PUNCH, JUICE, OR SODA IS ALLOWED IN THE BUILDING.** Damages resulting from use of these will be deducted in part or whole from deposit(s). **Approved beverages** are any clear juice or soda such as lemonade, apple juice, or citrus-type sodas.
3. **NO DUCT TAPE, PACKING TAPE, OR CLEAR 'SCOTCH' TAPE may be used on any walls, glass, tables, or other surfaces for any reason; Only masking tape is approved. If used, removal of these products by Staff will affect deposit status.**

4. **NO USE OF LADDERS will be allowed, at any time, due to liability requirements;**
5. **NO GLITTER** is allowed in Madison's buildings; use of this material and excessive cleaning requirement will affect deposit status
6. **Decorations, banners, etc. may not be hung, mounted, or otherwise attached to: projection screens, pipes, or other; only those areas or surfaces accessible from standing at floor level may be used**
7. **NO ALCOHOL IS ALLOWED ON CHURCH PROPERTY, POSSESSION OR CONSUMPTION OF ALCOHOL BY ATTENDEES OF AN EVENT WILL RESULT IN AUTOMATIC FORFEITURE OF ALL DEPOSITS AND ANY FUTURE USE OF BUILDING.**
8. **NO SMOKING** is allowed on church property.
9. Entrance doors may not be propped open unless a Madison staff member is present and approves this; if an entry door is locked by staff for security reasons it must be supervised by an **attende**e of the **event to allow access.**
10. Madison will have discretion to cancel any outside event due to inclement weather or circumstances beyond Madison Square Church's control (power outage, tornado watch, etc.) in keeping with our weather cancellation policy.
11. "The **renting party** shall save and hold harmless **Madison Square Church** from *any* and *all liabilities and/or responsibilities* arising incidental to the occupancy of the church and its related area and/or adjacent parking areas, **and not responsible for theft, damage, or loss in any manner.**" Ministry Leader or signer of use application will be responsible for enforcement of this restriction.

"Madison Square Church reserves the right to decline use of the building to groups or individuals whose beliefs or actions are contrary to those of Madison Square Church or to its values and mission".

Madison Square Church Rental Fee

Revised 10-30-2014

ROOM/AREA	DEPOSIT	RENT		
		Partner Ministry	Member / Attendee / Non-Partner	Non-Attendee / Business
Classroom	\$30.00	\$0	\$25.00 / hour	\$35.00 / hour
Multi-purpose / Community room Madison Place	\$60.00	\$0 for up to 4 hours (after 4 hrs. member rate will apply) 2X per year	\$35.00 / hour	\$60.00 / hour
Kitchen*	\$75.00	\$0	\$15.00 / hour	\$25.00 / hour
Sanctuary**	\$75.00	\$0 for up to 4 hours (after 4 hrs. member rate will apply) 2X per year	\$50.00 / hour	\$150.00 / hour
Sound Tech** (up to 4 hrs.)		\$85.00	\$85	\$50.00 / hour
Video Tech		\$85 or more	\$85 or more	\$85 or more

Refundable deposits(checks only) are required for confirmation of rental date. All events are tentative until confirmed with a deposit. The date will be removed from our reservation list one week after reservation unless deposit is paid. Any rental fees are due 10 days before the event.

*Kitchen use involving food preparation using the stove or oven requires a PIC, a Madison-trained Person-In-Charge to comply with County Health Department code and licensing requirements.

**Sound System or Video/Power Point projection requires Madison sound technician. Any use of tech in Sanctuary or Madison Place require a Madison Square approved tech.

Nursery staff fee: (an approved Madison Square Nursery Supervisor is required for operation) - \$10.00 per person per hour. ***Madison's Child Protection Policy applies in all uses.***

Listing of Partner Ministry Organizations - a group or activity that is affiliated with and supported by Madison Square Church (no fees up to 4 hours will apply). After 4 hours member rate will apply.

See Reaching OUT Master Plan for total list of community partners.

WEDDINGS: Fees and areas available

Note that fee for Wedding covers room(s) indicated, attendance by 1) Building Services staff for opening building, setup, cleanup, and closing; and 2) a Madison-trained sound technician. Compensation for a Pastor or other Madison Square Church pastors to perform the ceremony is to be arranged by the wedding party directly with that person.

Wedding only: the Sanctuary, lobby, and three classrooms for changing will be available.

ROOM/AREA	DEPOSIT	RENT	
		One Rate Member / non-member	
1 Event (Wedding only) Sanctuary, lobby, 3 classrooms, tech, and rehearsal	\$100.00	\$300.00	
2 Events (Wedding with either rehearsal dinner or reception)	\$100.00	\$400.00	
3 Events (Wedding with rehearsal dinner and reception)	\$100.00	\$500.00	
Individual Rooms			
Multi-Purpose Room, Kitchen	\$100.00	\$85.00	
Multi-purpose only	\$50.00	\$35.00	
Kitchen only	\$75.00	\$50.00	

Deposit checks must be made out *separately* and in advance of rental fee, this amount will be held at the church office and returned in whole or in part based upon condition of room(s) used at end-of-use. Over-and-above cleaning needs such as deliberate or excessive scuffing of hard floors or extensive cleaning of rooms or the Sanctuary may result in partial forfeiture of deposit. A detailed list of damages or additional cleaning will be given to the renting party.

Rehearsal dinner **and/or** reception, for each use add deposits and fees for kitchen **and/or** Multi-purpose room to above. For catered event or if food is prepared offsite and stored/setup for serving only, the kitchen use fee will not apply, deposit only is required.

Notes regarding internal systems to handle reservations:

1. Any outside uses need a Building Service staff member to agree to staff before the reservation can be confirmed.
2. Building Service staff members will be solicited in a rotating manner. If the BS staff member who is “up” for the next reservation does not respond to a request within 48 hour, it will rotate to the next BS staff member on the list.