

MOSAIC CHURCH FACILITIES USAGE POLICY (2017)

1. GENERAL POLICIES

- a. Use of Mosaic Church facilities will not be permitted to a sponsoring party, persons or groups holding, advancing, promoting or advocating beliefs, or advancing, promoting, advocating, or engaging in practices that conflict with the Church's teachings, which are summarized in our [published doctrinal statements](#) and the church's policy manual. Nor may facilities be used for activities that contradict, or are deemed by the Executive Pastor as inconsistent with, or contrary to the church's teachings. The Executive Pastor is the final decision-maker on whether a person or group is permitted to use Mosaic's church facilities.
- b. [Any events scheduled must not conflict with regularly scheduled Mosaic Church and/or Vine & Village activities.](#)
- c. All activities must have a staff member or staff designate present (a staff designate must be someone who has authorization to open, close and secure the facility when the event has concluded).
- d. Weddings must have a Mosaic pastoral staff involved in either the pre-marital counseling and/or wedding ceremony.
- e. Mosaic reserves the right to accommodate simultaneous events and sponsoring parties agree to shared use of common areas for all events in the facility.
- f. All areas are to be left in the order and set up in the configuration in which they were found or post-event fees may be assessed.

2. SPONSORING PARTY REQUIREMENTS

- a. Reservations must be requested by a staff member or staff designate through [CCB \(Church Community Builder\)](#) and reservations will not be confirmed until approved by the Executive Pastor.
- b. Outside organizations using the facility must present Mosaic with a copy of Certificate of Insurance naming Mosaic Church as an additional insured.
- c. The sponsoring party must prevent and restrain members of its group from building areas not approved for use.

- d. Sponsoring parties must supply all materials for their gatherings. Mosaic's office machines, office supplies, and consumable kitchen supplies are not available for use unless determined at the time of registration.
- e. Sponsoring parties bringing children into the facility must provide adequate adult supervision (21 and older). Space for childcare must be secured at the time of the initial reservation.
- f. Sponsoring party assumes all responsibility for facility or equipment damages caused by event participants. Actual costs for repairs or replacement will be the responsibility of the sponsoring party. If you discover something in need of attention or repair, please notify a staff member or staff designate immediately.
- g. Sponsoring party is responsible for providing its own security personnel for parking lot and building security during event (off-duty LRPD, Pulaski County Sheriff's Deputies or trained Mosaic members are preferred).
- h. Nothing may be affixed to walls or furniture in the reserved areas, or along hallways leading to the reserved areas. 3M Command Strips may be approved to hang signs or decorations but must be approved in advance with the initial facilities request.
- i. Sponsoring party agrees to not place any tables, chairs, furniture or anything against the walls.
- j. The following is prohibited on all church property: illegal activities, smoking, smokeless tobacco, alcoholic beverages, roller blades, scooters, skateboards, and pets/animals (except service animals).
- k. Equipment (tables, chairs and other equipment) are not permitted to be moved from the church property except by permission from the Executive Pastor.

3. ACTIVITIES PERMITTED

- a. Church functions (no fees)
- b. Church-related functions (no fees)
- c. Bridal/Baby showers, family gatherings, reunions, receptions for Mosaic members (no facility fees); for non-attenders (fees will apply)
- d. Weddings & Rehearsals (fees will apply)
- e. Community events (fees will apply)

4. FEES

- a. Mosaic Church of Central Arkansas is a non-profit organization that exists to serve the Little Rock and specifically, the University District community. Any fees required are suggested donations to the church and are designed to specifically cover the underlying costs of facility usage.
- b. A reservation may not be considered confirmed until fees are paid.
- c. Fees assessed for the sponsoring party's event are based primarily upon the facility impact and the personnel costs to perform agreed upon tasks. There could be additional fees realized with additional specialized services. The fee structure is estimated for budgeting purposes as every event has differing requirements that may impact the final cost. Final fees are subject to approval of the Executive Pastor.
- d. Any Audio/Video/Graphics equipment and staffing must be addressed at the time of the reservation. Mosaic's equipment must be operated by qualified personnel therefore Mosaic will arrange personnel to meet your needs.
- e. The following fees are subject to change without notice.

- i. Fee Rates:

Town Hall Facility:	\$200
Sanctuary Facility:	\$300
Commons Facility:	\$150
Custodial Event Fee:	\$100
Janitorial Event Fee:	\$100
Audio Engineer:	\$100 per hour (2 hour minimum)
Graphics Engineer:	\$100 per hour (2 hour minimum)
Video Engineer:	\$100 per hour (2 hour minimum)

- Updated 12/22/2016