

# Facility Usage Policy



## Purpose

To use the spaces to further the Kingdom work at Chapel Pointe and reach our community.

## People

- Facility Director
- Operations team members
- Worship team members (if AVL is requested)
- Anyone who reserves a room or resource at Chapel Pointe

## Process

To secure a room for your event, please fill out a Facility or Wedding Request Form (external requests) or reserve the room through myPointe (internal requests).

### *Usage during Worship Services*

Chapel Pointe may only be used for internal classes, programs & events during any time Worship Services are being offered to the congregation. Therefore, outside community events & requests will not be an option during these time frames.

### *Minimum Notice for Rooms & Resources*

The following guidelines are in place to allow for proper planning & room setup requests:

- **Staff Requests** – at least 1 week in advance, with adjustments up until 2 working days before the event. Any changes less than 2 working days before the event are the responsibility of the requesting ministry department to coordinate. *Ministry or external requests should not be routed through staff members to bypass this policy & minimum notice.*
- **Ministry Requests from Lay Leaders** – at least 2 weeks in advance, with adjustments up until 2 working days before the event. Any changes less than 2 working days before the event will try to be accommodated by the Facility Team but cannot be guaranteed.
- **External Requests** – at least 4 weeks in advance, with adjustments may be requested up until 4 working days before the event. Any changes less than 4 working days before the event will try to be accommodated by the Facility Team but cannot be guaranteed. To maintain maximum usage by the community, outside groups may use the facility on a periodic basis (ex. 3-5 times a year) but not for long term commitments. No political events will be hosted.
  - Weddings – room requests may be granted up to 1 year prior to the event date
  - Funerals – due to the unpredictable nature of funerals, requests of this nature will be coordinated as best as possible

Requests that do not follow the timelines or stipulations listed above are at the discretion of the Facility Director or his/her designee to approve or deny. If someone wishes to appeal the decision, they may contact the head of the Operations ministry area, who will make the final decision.

### *Reservation Timing Options*

Non-ministry related rooms and resources may be requested during the following time frames:

- Monday – Fridays from 8am-10pm
- Saturdays from 8am-3pm (Weddings can end as late as 6pm)
- Sundays from 2-5pm (No weddings)

### Rooms Available for Use

We have several rooms that can be used for ministries, events and programs. Please note that you may be asked to use another room that the Facility Director (or his/her designee) would deem more suitable for your event.

Room	Used For	Who Can Use	Restrictions
Worship Center	Sunday worship services, weddings, funerals, Upward, events	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Weddings/Funerals</li> <li>Community</li> </ul>	The ministries of Chapel Pointe will trump all other events. All other events will be approved on a case-by-case basis.
Chapel	Worship venue, weddings, funerals, events & classes	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Weddings/Funerals</li> <li>Community</li> </ul>	Doors and glass partition must remain closed if the program/event is during normal business hours. Events that anticipate less than 30 participants will not be held in this space (exceptions may be granted for funerals).
Prayer Room	Prayer	Anyone who needs a quiet place to pray	This room is only available for prayer events.
Connections	Guest connection activities & classes, conference room, adult classes	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	The ministries of Chapel Pointe will trump all other events. All other events will be approved on a case-by-case basis. Reservations must utilize the existing room furniture.
Gathering Area (Chapel/Café)	Connection, community events & programs	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	This area will be open to the community during office hours. This space will not be reserved unless it is a wedding, funeral or special event outside of office hours.
Upper Gathering Area	Connection, community events & programs	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	This area will be open to the community during office hours. This space will not be reserved unless it is a wedding, funeral or special event outside of office hours.
Gym	Worship venue, Sports Ministry, larger events	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	There can be no indoor practices for softball, tennis, soccer, lacrosse, etc.
Gym Gathering Area	Connection, community events & programs	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	This area will not be used for events during normal weekday office hours.
Kitchen	Food preparation & serving	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Weddings/Funerals</li> </ul>	The kitchen can only be used for food preparation & serving of food. Cooking is prohibited & can only be approved by the Facility Director.
Adult Classrooms	Classes, ministry & business meetings	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	The ministries of Chapel Pointe will trump all other events. All other events will be approved on a case-by-case basis.
Kids/Students Classrooms	Family Ministry classes, events & programs	Chapel Pointe	These rooms are used for Chapel Pointe ministries unless the nursery is needed for an event such as a funeral.
Outdoor Spaces	Sports Ministry, concerts, games, events	<ul style="list-style-type: none"> <li>Chapel Pointe</li> <li>Community</li> </ul>	The reservations of these spaces will be reviewed on a case-by-case basis and CP ministry will trump all other events.

### Additional Information on Reservations

A current list of available rooms, resources, staffing, costs and additional usage policies may be found on the Facility & Resource Request or Wedding Request Forms. Requests made by internal ministry areas will typically be free but may incur a charge depending on the services requested.