

# Eastside Facility Use Policy

## Eligibility

Eastside Community Church exists to love one God, love all people, and to make disciples everywhere. As a part of our mission, we desire to steward everything the Lord has given us well, including our church facilities. While the primary purpose of the facility is to host Eastside worship gatherings and church events, Eastside desires to share the space with approved outside groups on a case by case basis and solely at the discretion of the church. Renting the facility is available primarily for non-profit organizations that closely align with our mission and beliefs. Eastside property may not be used in a manner inconsistent with our mission and beliefs.

In order to preserve our status as a 501(c)(3) non-profit organization, we generally do not accept personal or for-profit requests to use the Eastside Community Church Facilities.

## Fees

Eastside reserves its right to charge a full fee, nominal fee, or no fee to third parties requesting to use Eastside's facilities. **Any fee charged by Eastside is not with the intention to seek profit.**

Fees charged are:

- Intended to fulfill the Internal Revenue Service's requirements of charging certain organizations and individuals the Fair Market Value to use the space under section 501(c)(3) of the Internal Revenue Code.
- Intended to recoup costs that may arise from utilities, custodial requirements, security, etc.

Once the event is approved, Eastside Community Church will reach out with any applicable fees.

## Production Support

If an event requires any production support, a list of Eastside approved workers will be made available upon request. It is the sole responsibility of the outside group to pay the Eastside approved worker at a rate of \$50 per hour with a minimum of \$200. Some spaces will require the third party to use an approved worker for AV needs.

## Security

If an event is over 150 people it will require security on site. A list of approved Dallas Police Department officers will be made available. It is the sole responsibility of the outside group to pay the Eastside approved officer at a rate of \$60 per hour per officer.

## Event Guidelines

- **An Eastside staff member must be present throughout the duration of the event.**
- Eastside property and equipment may not be removed from the facility at any time.
- The Facility Use Agreement defines the location and duration of all events. Use of the facility at other times or the use of other spaces is strictly prohibited.
- Outside of unforeseen or unavoidable circumstances, the organization is responsible for notifying Eastside of cancellation as soon as possible.
- Any refund requests must be made in writing and will be subject to the provisions made in the “Facility Use Agreement”.
- All organizations **must** comply with Eastside’s Child Safety Policy, including the completion of sexual abuse awareness training and abuse reporting training.
- The organization may be required to provide assistance to Eastside staff or approved workers during set up and teardown.
- No items are permitted to be stored on Eastside property before or after the allotted time of the event.