



FACILITY USE REQUEST FORM
MARCH 2022

The Mission of Church of the Palms is to *Love God and Love Neighbor* and our Vision is to *become more and more the most loving and inclusive place in town*. Allowing non-profit community groups to use our campus whenever possible, helps us to live into both our mission and vision. Priority use is the ministries of Church of the Palms and our local community partners, using the following protocols:

1. Our highest priority use is Church of the Palms worship services, including weekly and special worship services.
2. The next priority is major church-sponsored community events and those of our local community partners.
3. The third priority is non-profit community groups. Except for a major event (which includes 50 or more participants), most of these requests can be accommodated in smaller venues available on our campus.

PLANNING PROTOCOLS

Any ministry or non-profit community group that is planning a Major Event must complete the following questionnaire and submit it to the Operations Director for discussion at the weekly Leadership Team Meeting. If he/she needs more information for discussion, he/she will contact you. The Leadership Team must approve Major Events before submission for calendar scheduling. Community Non-Profit and Local School requests can be scheduled one year in advance of the date needed, but not before. A major event is classified as one that (only one of these needs to apply):

- Involves 50 or more attendees
- Involves multiple spaces/venues on campus
- Involves food service
- Involves ticket sales or fundraising activities (*the church does not provide any venue for ticket sales for outside groups and outside groups cannot hold fundraising events/activities on COP property*)
- Involves/requires the support of multiple departments

COP Ministry COP Ministry Partner Community Non-Profit Local School

Name of COP Ministry or Ministry Partner: _____

Name of Community Non-Profit or Local School: _____

Please explain your mission, vision or purpose (must be an approved 501(c) (3) organization): _____

COP must be provided a copy of your organizations 501(c)(3) documentation as well as a Certificate of Insurance that names Church of the Palms as an additional insured during the date or dates of your event prior to official approval.

Event Name: _____

a. For a one-time request, please list date and time needed: _____

b. For a reoccurring request, please lists all dates and times needed : _____

Contact Name, Phone Number and Email address for this event: _____

Expected Number of Participants: _____

Requested Spaces: ___ Sanctuary ___ Campus Center ___ Chapel ___ Entire Palms Center
 ___ Gym Only ___ Palms Café ___ Meeting Room
 ___ Music & Arts Building ___ Other (please write below)

Is Food and/or Drink involved in this event: ___ Yes ___ No **(No food or drink in Sanctuary or Chapel)**

If yes, please describe _____

Is this event a fundraiser: ___ Yes ___ No (outside groups cannot hold fundraisers on church property)

If yes, what is the purpose of the fundraiser: _____?

Will ticket sales be involved: ___ Yes ___ No (the church does not provide a venue for ticket sales for outside groups).

Are audio or video services needed? Describe audio needs _____

Describe video needs (such as PowerPoint presentation, etc.) Presentations should be received at least two weeks in advance of the event, but no later than one week in advance of the week

OUTSIDE COMMUNITY GROUPS, PLEASE READ

- Your event cannot be scheduled more than one year in advance of the requested date.
- Your organization must provide Church of the Palms with a copy of your approved 501(c) (3) status.
- Your organization agrees to sign a Facility Use Agreement prior to your event and agrees to add Church of the Palms as an additional insured during all dates and times your group will be using the Church Campus and provide a COI to the church to keep on file.
- Alcohol is not permitted on church property.
- Use of any tobacco products, including e-cigarettes, is prohibited on church property.
- Minors under the age of 18 are not permitted on church grounds without adult supervision. Two unrelated adults need to be present at all times and at least one of the adults must be at least 5 years older than the oldest youth present (for example, one adult can be over 18 and the other adult must be over 22, if the oldest youth present is 17 years old).
- Your organization assumes full responsibility for the character, acts, and conduct of persons admitted to your event, including damage to any portion of the Premises or any equipment.
- Please do not post anything on walls or any furniture without prior approval.
- Facility Use Rates found on page 3 of this document.

Request received on _____ submitted to Leadership Team for approval on _____

___ Approved ___ Not Approved Notified event contact on _____

CALENDAR SCHEDULING PROCESS

- Small church events or meetings may be scheduled on the calendar by submitting the request through the calendar software.
- The Operations Director may approve use by an outside non-profit community event or local school that does not meet the criteria for a Major Event; however the same documentation is required that is required for a Major Event.
- The Leadership Team must approve Major Events prior to submission through the calendar software.
- Conflicting events will be scheduled based upon the priority protocol listed at the beginning of this document.
- There will be times when ministries will be asked to move to another location than the one originally scheduled. We ask for your understanding and cooperation when this happens.
- Normally only one Major Event will be scheduled in any one-week (7-day) period. Additional Major Events may be scheduled weekly *during the season* (January – April) with approval of the Leadership Team.
- Normally a maximum of three Major Events will be scheduled monthly, with the exception of the Lenten Season and Advent. Additional Major Events may be scheduled during any one month *during the season* (January – April) with the approval of the Leadership Team.
- No outside events will be scheduled during Holy Week or during the Advent Season.

FACILITY USE RATES – MARCH 2022

The Leadership Team may reduce facility use rates on a case-by-case basis.

Payment is due no later than two weeks prior to the approved event.

- A. **Sanctuary** – no food or drink allowed in the Sanctuary (max capacity is 800)
 - a. Four hour minimum at \$1,000, each additional hour \$110
- B. **Palms Center** – with the exception of drinks and snack items, all food service for the Palms Center must be provided by an outside professional caterer.
 - a. Entire facility – Four hour minimum at \$650, each additional hour \$110
 - b. Gym – Four hour minimum at \$525, each additional hour \$110 (max capacity 457)
 - c. Palms Café – Two hour minimum at \$225, includes kitchenette area, each additional hour \$25 (max capacity (85)
 - d. Meeting rooms: Two hour minimum \$100, each additional hour \$25
- C. **Campus Center** – food service may be provided by the church’s Food Service Coordinator, if available and after consultation. She/her will establish food cost. If an outside caterer is used, the church’s food service coordinator must still GIVE permission.
 - a. Two hour minimum at \$350, each additional hour \$75 (max capacity with tables and chairs is 180)
- D. **Chapel** – Two hour minimum at \$225, each additional hour \$75
- E. **Music & Arts Building** – \$150
- F. **Other Areas**
 - a. Small Classroom – two hour minimum at \$50, each additional hour \$25.
 - b. Large Classroom/Conference Room – two hour minimum \$100 each additional hour \$25

Please Note: The church does not supply any personnel for parking assistance or security for outside groups using our facilities. The group who is using our facility may provide their own parking or security volunteers or paid professionals. Security providers may not carry firearms on campus, unless they are currently active members of the Sarasota County Sherriff’s Department. In addition, each group representative will meet with our Event Coordinator or his/her designee at least three weeks prior to your event to go over your particular needs.