

# 活水福音教會場地使用指南

(2011年12月3日執事會批准)

# LWEC Facility Usage Guidelines

(Approved by BOD on 12/3/2011)

## 一、場地使用目的:

為教會聖工所用，兼為社區服務，所有的活動不可與教會的信仰與規章相矛盾。

## 二、場地使用優先次序:

- 1) 本教會主辦的各項事工。
- 2) 本教會團契小組與事工有關的活動。
- 3) 其他教會及基督教機構所主辦的活動。
- 4) 本教會成員個人使用場地。
- 5) 其他團體使用場地。
- 6) 其他個人使用場地。

## 三、可使用場地及設備:

**大堂:** 音響設備, 投影儀, 鋼琴, 容量450人(隻用於基督教聖工。一切其他活動須由執事會批准)

**英文堂:** 音響設備, 投影儀, 鋼琴, 容量216人

**多功能廳:** 音響設備, 投影儀, 鋼琴, 折疊座椅, 籃球場, 容量257人

**教室和會議室:** 大小不等數間

**嬰兒室和幼兒室**

**廚房:** 食物存放, 清洗, 加熱, 和簡單制作。

**停車場:** 280個停車位包括10個殘疾人車位。

## 四、場地使用費用:

教會不以盈利為目的。但為支付場地消耗和人工服務, 將收取適當費用(具體價格見另外文檔)。

## 五、申請辦法:

本教會事工需要(1,2優先)可由教會長執及團契小組長到教會網站預定所需場地。其他團體及個人(3-6優先)須提前一個月以上填寫書面申請交給教會並提供責任保險證明。收到申請後, 教會場地審批小組將根據場地使用優先次序及其他實際情況, 決定批准與否並通知申請者。責任保險證明必須提前七天寄到教會辦公室。若不能提供責任保險證明, 活水福音教會將有權拒絕場地使用。在本教會舉辦的婚禮及葬禮須由主任牧師批准。

## 六、責任與義務:

1. 教會場地使用是為會友與社區提供的方便服務, 不屬於商業出租。
2. 由於使用教會場地而引起的任何個人傷害及財產損失, 本教會概不負任何法律責任。
3. 教會場地內(包括停車場)禁止吸煙、酗酒、喧鬧、及進行任何商業活動。
4. 未經同意, 不能隨意改變場地措施和設備位置, 使用後須恢復原來的狀況。
5. 所有活動必須在晚上十點半之前結束, 所有人員必須在晚上十一點之前離開場地。
6. 若對措施和設備有任何損壞, 使用者須負賠償之責。
7. 如有違反本使用指南, 活水福音教會保留取消使用權利。
8. 活水福音教會保留不論任何原因取消場地預定的權利, 隻需提前七天通知使用者。

## A. Purpose of Facility Usage:

To serve the church ministries as well as our communities. All activities must not be against the beliefs and rules of LWEC.

## B. Order of Priority of Facility Usage:

- 1) LWEC church wide ministry events.
- 2) LWEC Districts and Small Groups ministry events.
- 3) Ministry events of other Christian churches and organizations.
- 4) Personal use by LWEC members.
- 5) Events of other organizations and groups.
- 6) Personal use by other individuals.

## C. Purpose of Facility Usage:

**Main Sanctuary:** audio equipment, projector, piano, capacity 450 (for Christian ministry events only. All other events shall be approved by the Board of Deacons)

**English Chapel:** audio equipment, projector, piano, capacity 216

**Multi-purpose Room:** audio equipment, projector, piano, folding chairs and tables, basketball court, capacity 257

**Classrooms and Conference Room:** multiple ranging in size

**Nursery and Toddler rooms**

**Kitchen:** Food storage, cleaning, heating, and simple preparation.

**Parking:** 280 parking spaces including 10 disabled lots.

## C. Facilities Usage Fees:

The church is not for profit. But to compensate facility consumption and labor cost, an appropriate fee will be charged (see separate document for specific fees).

## D. Application Procedures:

For all LWEC ministry activities (priorities 1,2), the facilities can be reserved online by a church leader. For all other events (priorities 3-6), the requester must complete a written application and submit it to LWEC office one month in advance. After receiving the application, the church facility request review team will evaluate the application and notify the applicant about the result. Certificate of liability insurance with LWEC listed as additional assigned for the requested date(s) of use must be received 7 days before the start of use. Failure to provide proof of liability insurance can result in denial of use of facility. Wedding and funeral services at LWEC must be approved by the senior pastor.

## E. Responsibilities and Obligations:

1. The use of LWEC premises is for the convenience of its members and community, not for commercial rent.
2. LWEC shall not be held liable to any personal injury and property damage caused by such use of church premises.
3. The church premises (including parking lot) prohibit smoking, excessive drinking, clamoring, and conducting any commercial activity.
4. Without prior consent, no equipment or facility can be changed or relocated. Restore to the original condition after use.
5. All activity must end before 10:30pm and all personnel must leave the building before 11pm.
6. If any facility or equipment is damaged in any way, the user must bear the responsibility for repair and/or replacement.
7. If there is any violation of this Facility Usage Guidelines, LWEC reserves the right to cancel the use of facility.
8. LWEC reserves the right to cancel an existing facility usage reservation for any reason, within 7 days advance notice.