



Facility Use Policy

730 25 Road
Grand Junction, CO 81505
970-242-3947
administrator@koinoniagj.org

Purpose

The purpose of this policy is to prioritize the use of Koinonia's physical space, to give guidance to those requesting and scheduling space, set out a fee table, and create the guidelines for those entering into rental agreement.

Who We Are

Koinonia welcomes you. Whoever you are, whatever you believe, whatever you are seeking, we invite you to come join us on our journey of faith. We strive to practice of these core values:

- Supporting individual spiritual journeys
- Living connected to Source
- Finding inspiration from the life and teachings of Jesus of Nazareth, Buddha, and others
- Finding inspiration from diverse spiritual practices and faith traditions – including our Christian heritage
- Affirming people of all ages, sexual orientations, and backgrounds
- Living peacefully and simply — together creating a supportive community
- Advocating for human and Earth justice — locally and globally
- Living with curiosity and compassion

Many of Koinonia's core values are aligned with its Church of the Brethren and American Baptist heritage.

Policies

The primary use of these facilities will be for the Koinonia community. Use of the facility will be entered on Koinonia's Event's Calendar. Koinonia's scheduled activities take precedence over outside activities.

Koinonia's administrator is primarily responsible for approving and scheduling facility use and rental. This may be done in consultation with the pastor. Council consensus is needed for contracts of more than 90 days and/or when the requests are not typical.

Only events sponsored by Koinonia and/or a Koinonia member are covered by Koinonia's insurance policy. Outside groups are responsible for insuring their events.

Koinonia reserves the right to refuse use to any person or group - including those which have demonstrated disrespect for property or the rights of others or have violated the policies and expectations of Koinonia. Inappropriate behavior, use of drugs, or unauthorized use of alcohol may be cause for dismissal from the building and refusal of use of the building in the future. Koinonia is not responsible for users' lost or stolen items and not liable for users' injury or private property damage.

The renter agrees to protect, indemnify and hold harmless the church and its agents and employees from any and all claims, loss, cost damage or expense, including reasonable attorney's fees arising from any accident or other occurrence on or about the premises which cause injury or damage to any person or any property. The renter agrees to pay reasonable cost for any property damage incurred during the use by the renter.

A \$100 cleaning, compliance, and damage deposit is required. This will be fully refunded if facilities are left as they were found or in better condition, and policies and expectations in the Facility Use Policy are followed. Koinonia will check on the condition of the used rooms after each use. An additional charge may be assessed if warranted.

A \$100 key deposit of is required to cover the cost of changing the locks should the key not be returned. When the key is returned, the deposit will be fully refunded.

Expectations

- All activities will be in accord with the core values listed on page one.
- Review *Operating Instructions* prior to usage.
- Utilize only the space identified in the rental agreement.
- Care for the facility and surrounding property. Avoid using materials that can cause potential harm.
- Respect others using the property at the same time.
- Supervise children and teens for their safety and to ensure care of the property.
- Service animals are always welcome in the building. Due to allergy concerns, we request that you keep your pets at home, unless permission is obtained.
- Smoking is NOT ALLOWED in the building.
- The consumption of alcohol during an event requires prior approval.
- The group shall be responsible for required cleaning, setting up, taking down, and returning to its proper location, all equipment which they use. Trash and garbage must be placed in appropriate containers and the areas used must be clean after each use.

Fee Schedule.

	NARTHEX AND SMALL KITCHEN	UPSTAIRS (narthex, sanctuary, small kitchen)	DOWNSTAIRS (fellowship hall, kitchen, outside patio, restrooms)
For Profit Renters	Hourly: \$40 ½ day: \$75 Full day: \$150	Hourly: \$70 ½ day: \$150 Full day: \$ 300	Hourly: \$70 ½ day: \$150 Full day: \$ 300
Non Profit Renters	Hourly: \$30 ½ day: \$50 Full day: \$100	Hourly: \$45 ½ day: \$75 Full day: \$ 150	Hourly: \$45 ½ day: \$75 Full day: \$ 150
One Time Events (classes, parties, reunions, etc.) sponsored by a community member	Donation to Koinonia	Donation to Koinonia	Donation to Koinonia
Weddings and Funerals Members: Donation Relatives of Members: \$100 All Others: \$200 Koinonia's pastor will set fees for his/her services.			

Additional Information Regarding Fees:

Koinonia reserves the right to allow exception from the fee schedule for certain charitable or community groups, as well as unusual extenuating circumstances. Fees are based upon the estimated cost for use of the facility. All fees and deposit are due at the time of application for use. If the activity is cancelled less than seven days before the event, a \$20 administrative fee will be withheld from the returned deposit.

A non-refundable **custodial fee** may be applied to certain functions.

An **event coordinator** may be requested or be required by Koinonia for an event and be responsible for opening and closing the building, setting up and taking down, and returning items to its proper location and all equipment which the group uses. The Event Coordinator rate is \$15 per hour, minimum, one hour, in addition to the fees above.

Long term contracts can be negotiated upon request. Contact the office administrator.