

BUILDING USE POLICIES – WORSHIP HALL/GYM/ KITCHEN/MTG ROOM



HSA-UWC ~ DFW Family Church

Holy Spirit Association for the Unification of World Christianity

of the Family Federation for World Peace & Unification (FFWPU-USA)

1710 W. Airport Fwy, Irving, TX 75062-6132 ~ Phone/Fax (214)447-0208 ~ hsauwcdallas@gmail.com

Statement of Purpose: The buildings and meeting rooms of the HSA-UWC DFW Family Church (“Church”) are *primarily* intended to support the mission of the Church to further the spiritual growth of the congregation, to bring people to our Heavenly Parent God, to foster a culture of heart and blessed family life, and to provide space for the activities of the Church. The Church buildings and meeting rooms are *secondarily* available to organizations and groups for meetings, programs, sports and events.

Therefore, the following policies and procedures are set forth to help insure that such intentions be achieved. The Church reserves the right to deny use of its facilities and to cancel usage with appropriate notification.

Policies:

1. Church meeting spaces and rooms used as the regular meeting place for organizations may be scheduled six months at a time unless otherwise approved by the Pastor and Church Council.
2. Fundraising activities by groups or organizations using Church facilities must be approved in advance at the time of application.
3. Fees for facilities are indicated on the Building Use Fees & Schedule page.
4. A Church representative will have access to all meetings.
5. The Church may establish such rules and procedures as may be necessary for the effective utilization of the meeting spaces and the protection of Church property.
6. The Church will oversee and manage any and all concessions when gym is used for sports, games and tournaments.
7. Failure to follow Church Building Use Policies, Procedures, Rule and Checklists, may result in forfeiture of the security deposit and any future use of Church facilities.

Procedures for Reservations:

1. To reduce conflicts with Church programs, meeting space may be reserved no more than six (6) months in advance and no less than seven (7) days in advance. A non-refundable **Hold Fee** is required to reserve the date on the Church Facilities’ Calendar.
2. The organization or group’s representative must apply in person at Room 105 of the Church Office located on the first floor of the Education Building at 1710 W. Airport Fwy, where he/she must complete a Building Use Application form. [(214)789-9269 Rev. Mark Hernandez]
3. Applicant will be notified by phone, text or email of room confirmation within one (1) week of making application.
4. The person making the reservation must be an authorized representative of the group or organization and must be present at the meeting/event.
5. Church audio/visual equipment is available upon request with a stated fee schedule and must be operated by a Church representative.
6. Cancellation of a room reservation must be made by contacting the Church office by phone call or text at (214)789-9269 at least forty-eight (48) hours in advance of the scheduled meeting. In such case the, the remainder of the room fee will be refunded to the organization/responsible person.