

Facilities Use Policy

Facilities Use Agreement

January 2021



Highway Tabernacle of Prayer, Inc.
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The Vision and Mission of Highway Tabernacle of Prayer, Inc.

The VISION

To be a church of excellence that the Lord is looking for when he returns. Our times of gathering will be filled with the praises and power of God. We shall be a self-sufficient church that will meet the demands of today's challenges. The people of Highway Tabernacle of Prayer will be financially empowered, spiritually and mentally stable, and possess evidence of the fruit of the Spirit of God. We will maintain a facility for the presence of God to dwell in and be pleased with us on earth. Our chief aim will be to perpetuate all of the written word of God in this modern world.

The MISSION

To teach, preach, and provide training for disciples. Provide energetic, sincere worship services that glorify the Lord. To encourage and support educational extensions for our members, young and old. To provide a safe haven for children and the mentally handicapped. Offer healthy initiatives to make us holistically whole. Highway Tabernacle of Prayer, Inc. (HTOP) has an active ministry to children, youth, adults, and senior adults. HTOP is also committed to serving the community in a manner that furthers the Gospel of Jesus Christ and will enrich and benefit the lives of the citizens of this community. HTOP welcomes the use of its facilities by its members, related church groups, community groups and agencies, and others whose objectives and beliefs are fitting with those of the bylaws and principles of this organization.

The grounds and facilities of HTOP belong to Highway Tabernacle of Prayer (HTOP). HTOP has entrusted them to the HTOP congregation for ministry with proper stewardship. HTOP does not "rent" out space; however, use of the building, grounds, facilities, and equipment does result in an expense to the Church. This policy details fees that will be used to defray this expense.

No commitment for building use is finalized until the Facility Use Agreement has been completed and executed by the Pastor or his designee.

Non-member requests for facility use must be sponsored by a church member or the Pastor. First priority for facilities scheduling is the extensive programming offered to the congregation of Highway Tabernacle of Prayer, Inc.. Limited parking facilities must always be taken into consideration when scheduling is done. Approval of the use of the grounds and facilities does not constitute or imply endorsement of any group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Highway Tabernacle of Prayer, Inc.. No activities or advocacy may take place within our buildings or grounds that conflict with the policies and practices of Highway Tabernacle of Prayer, Inc. These policies, procedures, and rules supersede all others approved by the Executive Board of Highway Tabernacle of Prayer, Inc., and are in addition to those found in The Bylaws and Operational Handbook. This

document may be revised by the Board of Directors or Senior Pastor of Highway Tabernacle of Prayer, Inc., as deemed necessary.

For the purpose of this document, the Church Administrative Assistant shall be designated the Business Manager, where specified below.

General Policies

MEMBERSHIP / NON-MEMBERSHIP

A. Member

- A person who has been given the right hand of fellowship.
- Who actively attends the worship services and supports the programs of HTOP.
- Supports the church consistently in Tithes and Offerings.
- Does not cause or promote division and discord.

B. Non-Member

- Any person who has not been given the right hand of fellowship.
- Does not support the church or the programs of the church.
- A relative of a member.
- Former member.

All non-member requests must be sponsored by a church member or the Pastor and indicated on the application form.

Groups Which Will Be Given Consideration for Facility Use

A group shall fall into one of these categories if its request for use of the building is to be considered:

1) **Church Related**:

- a) All programs and activities are directly related to the groups and organizations of Highway Tabernacle of Prayer, Inc.
- b) All groups indirectly related to HTOP programs and supervised or sponsored by a staff member.
- c) Weddings - Member or Nonmember
- d) Receptions - Fellowship Hall
- e) Funerals - Member or Nonmember
- f) Repast - Fellowship Hall

2) Outside Groups:

- a) Church or Ministry organizations - Evaluation of such will be done by a designee of the Senior Pastor in consultation with the Senior Pastor.
- b) Service Groups - Examples include Christian ministry-oriented organizations, Scouts, Meals on Wheels, Red Cross, YMCA, etc.
- c) Cultural and Educational Groups - Groups of a cultural or educational nature whose income may be from dues or fundraising but which are non-profit in nature and whose general practice and membership do not conflict with the purpose/ministry of Highway Tabernacle of Prayer, Inc. Evaluation of such will be done by a designee of the Senior Pastor in consultation with the Senior Pastor.
- d) Gatherings related to government – Examples include election polling places and incumbent public officials reporting to their constituents- will be considered.
- e) Celebrations – Examples include wedding showers, baby showers, and anniversaries.
- f) Support Groups – Examples include Al-Anon, Nar-Anon, ASCA, Community Housing, and Inter-Faith.

Groups Which Will Not be Considered for Facility Use:

- 1) Political Groups - Groups advocating the election of specific public officials.
- 2) Groups with goals unsympathetic to the Gospel of Jesus Christ
- 3) Groups violating principles of the Bylaws and Operational Handbook of HTOP.
- 4) Groups advocating revolution or the overthrow of the government of the United States.
- 5) Fund-Raising Groups – Exception: Building usage will be allowed for fundraising events sponsored by groups that are attempting to fund Christian ministries. Evaluation of such will be done by a designee of the Senior Pastor in consultation with the Senior Pastor.

Availability of Building:

- 1) Church-related meetings shall be given first priority in building use.
- 2) The size of groups shall not exceed the maximum occupancy that has been established by the Philadelphia Fire Marshall for the various areas.

- 3) The facilities may be available for use on Monday - Friday from 8:00 a.m. until 9:30 p.m. and on Saturday, 8:00 a.m. until 10:00 p.m. The facilities are not available for use on Sunday mornings or Holidays. All exceptions to these times are to be approved by the Board of Directors.

Assignment of Facilities:

- 1) Groups will be assigned to specific areas and will limit their activities to these areas.
- 2) Use of Culinary Ministry facilities is subject to prior approval by the Board of Directors and the Culinary Ministry Manager.
- 3) All requests should be made through the church office at least one month in advance of the event.
- 4) Funeral usage should be as prompt as possible to coordinate with the funeral director.
- 5) HTOP reserves the right to rescind or reassign any reserved space.

Responsibilities of Groups:

- 1) Provide own supplies (coffee, tea, sugar, paper products, etc.).
- 2) All leftovers must be removed or thrown away.
- 3) No storage space will be provided for outside groups without prior approval by the Business Manager, and subject to availability.
- 4) Groups can only use specific rooms assigned to them by the Business Manager.
- 5) Groups are responsible for the behavior of participants
 - No smoking
 - No alcoholic beverages
 - No abusive language
 - No fighting
- 6) Children are not allowed to run throughout the building.

Supervisor

Each outside group will be assigned a responsible person for the entire event/meeting. The person is either a staff member or lay member of the church and is the liaison between the church and those in

charge of the event/meeting. This person is available to give instructions, as well as to assist in any way possible. The fee for this person includes one hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. This person is assigned by the Business Manager. Groups are to pay through the Church Business Manager. Note: If the event/meeting is sponsored by a Ministry of the Church, the Ministry Committee Chairperson, or his/her designee, will be the responsible person and no fee will be charged.

Custodian(s)

Custodians will be paid for set up and clean up. Each outside group will be assigned a minimum of one custodian. The fee for the custodian includes 1 hour before the event/meeting is scheduled to begin and 30 minutes after the event/meeting is scheduled to end. Custodians will be assigned by the Business Manager. Groups are to pay for custodian(s) through the Church Business Manager. See the fee schedule regarding rates for set-up, clean up and heating/air conditioning requirements.

Guidelines and Restrictions

- 1) Every person and/or group is expected to read, sign, and abide by the guidelines and restrictions listed in this document. [See page 13, entitled Facilities Use Request Form.]
- 2) Fees and Security Deposit are to be paid 7 days in advance with the Business Manager. [See page 17, entitled Fee Schedule]
- 3) If a scheduling conflict should develop with a church program or ministry, the outside group may be asked to move to a different room, seek a different location, or cancel the event or meeting. Fees and deposits will be returned if the event is canceled by the church.
- 4) Because of limited space, furniture, or equipment, a request from any group may be denied.
- 5) There will be no permanently assigned rooms. Normally, rooms will be assigned on a first-come, first-served basis.
- 6) **Smoking is prohibited in all church buildings at all times.** Smoking is allowed outside in the back by the dumpster (not in front of the church), and all cigarette butts must be placed in appropriate containers and not discarded on the grass, sidewalk or parking lot.
- 7) **No alcoholic beverages, drugs, or firearms are permitted in or on the HTOP property.**
- 8) Anyone wishing to play the organ must have prior approval from the Director of Music.
- 9) The following items must be completed and on file with the Business Manager:
 - i) Facilities Request Form and Security deposit- at time of request. Security deposit will not be refunded if the room cancellation is not made 2 weeks prior to the scheduled event.

- ii) Room Set-up Request - 7 days before the event.
 - iii) Required Fees - 7 days before the event.
- 10) The transfer or passing on of permission to use church facilities to those other than those to whom this agreement was made is strictly prohibited.
 - 11) To avoid scheduling conflicts, only the Business Manager will make entries on any portion of the Church scheduling calendar.
 - 12) Under no circumstances is food or drink to be carried and consumed in the Sanctuary, including the overflow area. (Exceptions to this policy include bread and grape juice for Holy Communion as well as water for worship leaders during services.)
 - 13) Attendance must not exceed the capacity agreed upon for any space in this agreement. The decision of the Business Manager on all safety issues shall be final.
 - 14) Sound and video equipment in the Sanctuary must be operated by church technicians approved and trained by the Director of Sound & Video. Charges for technicians are listed in the fee schedule. Technicians are to be paid through the Business Manager.
 - 15) Church equipment, e.g., TV/VCR, projectors, screens, and/or sound equipment, is subject to availability and approval and must be included in the agreement.
 - 17) Any property left on the premises by those using the facilities shall, after a period of thirty (30) days from the last usage, be deemed abandoned and shall become the property of the church.
 - 18) No paints, tapes, or glues may be used, nor carpentry, electrical, or other construction work done on the premises without prior clearance with the Business Manager.
 - 19) No signs, banners, flags, streamers, etc., are to be attached or hung from any wall, post, or beam within or outside the church without the approval of the Business Manager.
 - 20) If any decorations are used, they shall not be installed with nails, tacks, or any other means that will leave holes or other damage to walls, etc.
 - 21) All scenery or props must be free-standing. No nails, screws, or stage hooks may be used. All materials used must be non-combustible or have been treated so as to have been made fire-retardant.
 - 22) No oil-based paint, flammable liquids, fire-producing chemicals, and/or open flames in any form (with the exception of candles on the altar table) may be used on the church premises without the approval of the Business Manager.
 - 23) General lighting for the Sanctuary, one stand microphone, and house lights are included in the agreement - if required. A minimum of one technician will be required for all programs,

activities, and events that need these services.

- 24) The church reserves the right to schedule other activities and events in other parts of the building.
- 25) Those using church facilities must confine themselves to permitted areas and to the equipment agreed to under this agreement. It is not permitted to take tables and/or chairs from other rooms and/or areas of the church.
- 26) USERS ARE EXPECTED TO LEAVE THE FACILITIES IN GOOD, CLEAN CONDITION. Trash should be placed in the receptacles provided.
- 27) The church shall provide insurance covering property and groups under its control. All other groups should provide the Business Manager with a hold harmless agreement or a certificate of insurance.
- 28) Normally, church equipment, e.g., tables, chairs, Culinary Ministry equipment, musical instruments, audio-visual equipment, is not loaned out. Church equipment is not to be removed from the church premises without prior consent of the Business Manager and a signed affidavit assuming responsibility for lost or damaged equipment.
- 29) Animals should not be brought into any part of the church building. (Exceptions may be made on church sponsored ministries or for animals necessary for assistance to a handicapped person.)
- 30) Members scheduling facilities for private, non-ministry events (birthday parties, wedding anniversaries, etc.) may be charged a use fee.
- 31) Any person/s prohibited from the grounds of HTOP may not enter at any time. If such person/s are noticed, they will be asked to remove themselves from the premises.
- 32) No casket or coffin will be left in the building overnight.
- 33) Ongoing use (i.e., weekly or monthly meetings) is at the discretion of the Board of Directors and shall be reviewed semi-annually.
- 34) The use of the building is based upon the Health Guidelines set forth by the City of Philadelphia, and must be adhered to.

Highway Tabernacle of Prayer, Inc.
Facilities Use of Facilities Request Form

Today's Date _____

Name of Organization: _____

Requestor's Name: _____ **Phone #:** _____

Address: _____

Email: _____

HTOP Member? YES NO **HTOP Member/Sponsor:** _____

Date(s) Requested: _____ **Time: Start:** _____ **End:** _____

Frequency: One time **Other:** _____

Event Category: **Church** **Outside Group** _____

Other - specify

Describe Event/Program: _____

Will a fee be charged to attend? YES NO

Number of Attendees Expected: **Adult:** _____ **Children:** _____

Room or Area Requested: Sanctuary _____ **Fellowship Hall** _____

Conference Room _____ **Other** _____

Will food/beverages be served? _____ **Light Refreshments** _____,

Full meal ** _____

Number Tables Needed: _____ **Number Chairs Needed:** _____

Piano _____ **Audio/Visual** _____ **Nursery:** _____ (see fee

schedule)

Other Requirements: _____

If applicable, sketch Room Set-up on the Set-up Request page.

**** Use of the Culinary Ministry requires approval of the Culinary Ministry Manager**

The Business Manager will process the request for use of church facilities and will compute the application fees. Permission to hold the activity or event will be subject to the approval of the Board of Directors and the availability of space and equipment. Special consideration will be given to requests endorsed by one of the various ministry areas of the church.

Signed: _____ Date: _____

Fees: _____ Security Deposit: _____

Facility Use Agreement

The Highway Tabernacle of Prayer insurance policy covers only church activities under the control of the local church. Non-church groups/individuals using the church facilities, even though permission has been given, do so with the understanding that losses or liabilities incurred by non-church groups/individuals are not covered by the local church.

This Agreement, entered into this ___ day of _____ (month) of the year _____, by and between Highway Tabernacle of Prayer, Inc. ("Church", aka HTOP) and

Name of Individual/Organization: _____ ("User")

WHEREAS, Church is the owner of a building located at 4031-37 Germantown Avenue, Philadelphia, PA 19140

WHEREAS, User desires to use such facilities on the terms and conditions set forth.

NOW, THEREFORE, in consideration of the mutual promises contained herein and other good and valuable consideration the parties hereto agree as follows:

1. Church shall make available to User (description of facilities): _____

From _____ To _____ (dates and times)

2. User agrees to use utmost care in the use of facilities and agrees to protect, indemnify and hold Church, its officers and staff harmless from any and all claims, liabilities, damages or rights of action including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent therefore (hereinafter "the facilities").
3. User understands that the responsibility to obtain liability and property insurance is upon the User. It is not the duty or responsibility of the Church to ensure the User's use of the facilities. It is recommended that the User obtain its own liability and property coverage for its use of the facilities.
4. User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in Church's locale; User will not engage in any activities in violation of such laws, ordinances, rules, and regulations.

5. User shall have a written policy which is intended to protect the safety of children, youth, and persons at risk. It shall be the User's duty and responsibility to implement and administer all aspects of its Policy, and HTOP shall have no direct responsibility therefore.
6. User acknowledges receipt of and willingness to comply with all rules and regulations regarding the use of the facilities as set forth in the Facilities Use Policy by the Board of Directors.
7. In the event of damage to church property, those using the facilities shall accept the amount of damage as estimated by the Board of Directors and shall pay for such repair and replacement costs.

All facility use permits are subject to cancellation.

<p>Signed: _____</p> <p style="text-align: center;">(HTOP Representative)</p> <p>Printname: _____</p> <p>Date: _____</p> <p>Highway Tabernacle of Prayer, Inc. 4031-37 Germantown Avenue, Philadelphia, PA 19140 215-225-5069</p>	<p>Signed: _____</p> <p style="text-align: center;">(User Representative)</p> <p>Printname: _____</p> <p>Date: _____</p> <p>Address: _____ _____</p> <p>Phone # _____</p>
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All facility use is based on the condition that the premises are left in clean and working condition as they were found prior to any event or function. Leaving the facility in unkempt condition, incurring damage, or (1)not securing the premises will be grounds for losing facility use privileges and/or deposits, and incurring additional fees. Any damages to the facilities or equipment should be reported as soon as possible to the church office.

1. All decorations (if any) shall be taken down and properly disposed of.
2. The individual in charge shall be the last of the group to leave the building.
3. For events incurring a Custodial Fee, these activities will be performed by the custodian.

**Highway Tabernacle of Prayer
Funeral Information Form**

Name of Deceased:

Cause: **Sickness** **Unexpected** **Expected** **Accidental** **Long Suffering**

Date of Death:

Relationship to Church or Member:

Contact Person:

(Person Responsible for Information and Communication)

Contact Person Phone:

Contact Person Email:

Location of Deceased:

Where the Service or Memorial Will Be Held: **Sanctuary** **Fellowship Hall,** **Both**

Will There Be a Repast in Fellowship Hall: **Yes** **No** (No Outside Foods Except Professionally Catered)

Funeral Director in Charge:

Funeral Director Phone:

Funeral Director Fax:

Date of Viewing:

Time of Viewing:

Date of Service:

Time of Service:

Officiant:

Eulogist:

Ministries Requested:

Ministerial Alliance

Music

Hospitality

Ushers

Nurses

Culinary

Security

**Highway Tabernacle of Prayer Facility Request
List of Fees and Honorariums**

Type of Request	<u>Member</u>	<u>Non-Member</u>	
Weddings			
Sanctuary	Free	\$850	
Pastor / Minister	Honorarium	\$400	
Facilities Manager	\$75	\$125	
Organist	\$125	\$200	
Soloist	\$125	\$175	
Fellowship Hall	Free	\$800	
Sound Technician	\$75	\$125	
Funerals			
Sanctuary	Free	\$850	
Pastor / Minister	Free	\$300	
Facilities Manager	\$75	\$125	
Organist	\$125	\$200	
Soloist	\$125	\$175	
Fellowship Hall	Free	\$800	
Sound Technician	\$75	\$125	
Baby Christenings			
Pastor / Minister	Free	\$250	
Certificates	Free	\$10	
Security Deposit (NON-Refundable)	N/A	50%	\$
Total Fees and Charges: Room Use Fees	\$	\$	\$
Staff & Service Providers	\$	\$	\$
Security Deposit	\$	\$	\$
Balance Due Two Weeks Prior	\$	\$	\$

HTOP Contacts:

Church Administrator

Elder-designate Debra Jackson
215-225-5069
mail@highwaytop.com

Bereavement Ministry Coordinator (FUNERALS / MEMORIALS)

Deacon Delores Patterson
215-225-5069

Facilities Manager

Deacon Brian Collins
215-225-5069

Pastor

E. Malone Porterfield
215-225-9271
bishop@highwaytop.com

- Sound and Audio System requires an operator to be provided by the Church –
- AudioVisual Equipment Fee required for use of TV, VCR, Overhead Projector, etc.
- Final payment is due at least 7 days before the event. Please make checks payable to: Highway Tabernacle of Prayer, Inc.. Checks are not allowed for final payment if at 7 days. Only Cash or electronic payment.

Use of the Culinary Ministry

The Culinary Ministry at Highway Tabernacle of Prayer, Inc. does not possess a license to operate a Food Service Establishment from the Philadelphia County Department of Health. The regulation of this Culinary Ministry is controlled by the Culinary Ministry for the storage, preparation, and serving of food for public consumption. The Culinary Ministries' goal is to protect the congregants who eat in this establishment from foodborne illnesses.

For insurance purposes, the use of the kitchen is restricted to the Culinary Ministry ONLY and is not available for use by outside groups unless approved for usage by the Culinary Ministry Manager.

