

Bible Evangelical Free Church ~ Ministry Planning Form
625 W Veterans Street, Tomah WI 54660 ~ 608-372-9377

Event: _____ **Date of Event:** _____

Ministry/Organization Making this Request: _____

Event Start Time: _____ End time: _____

Set-up Begin Time (if needed): _____ Take-down End Time: _____

Contact: _____ Phone: _____

Is this a one-time Event? Yes No

If no, what is the pattern? Weekly Monthly Daily Other: _____

Number of occurrences: _____ or End Date: _____:

<p>Space/Rooms:</p> <p><input type="checkbox"/> Kitchen</p> <p><input type="checkbox"/> Patio Room</p> <p><input type="checkbox"/> Sanctuary</p> <p><input type="checkbox"/> Snack Shack</p> <p><input type="checkbox"/> Thaddeus</p> <p><input type="checkbox"/> Activity Center</p> <p><input type="checkbox"/> Dining Room</p> <p><input type="checkbox"/> James & John</p> <p><input type="checkbox"/> Café</p> <p><input type="checkbox"/> Philip Room</p> <p><input type="checkbox"/> Simon (MS room)</p> <p><input type="checkbox"/> Thomas (HS room)</p> <p><input type="checkbox"/> Paul</p> <p><input type="checkbox"/> Fields/Grounds</p> <p><input type="checkbox"/> Other</p>	<p>Equipment Options:</p> <p><input type="checkbox"/> DVD/TV Cart</p> <p><input type="checkbox"/> Chairs How many? _____</p> <p><input type="checkbox"/> Round Tables How many? _____</p> <p><input type="checkbox"/> Rectangle Tables How many? _____</p> <p><input type="checkbox"/> Sanctuary Tech Booth*</p> <p>*Contact the Church Office (372-9377) to coordinate tech needs with the Tech Coordinator.</p> <p align="center">□</p>	<p>Bible EFC Ministry Advertisement:</p> <p><input type="checkbox"/> General E-mail - To be sent on: _____ (subject to pastor approval)</p> <p><input type="checkbox"/> Newsletter (Please submit an article to the Church Office by the 25th of the month.)</p> <p><input type="checkbox"/> Bulletin Announcement (Please submit in writing to Office by Thursday 9:00 am.)</p> <p><input type="checkbox"/> Bulletin Board</p> <p><input type="checkbox"/> Website</p> <p>➤ Each ministry is responsible for creating/writing their own communications. If you would like the Church Office to help distribute, let us know how & note deadlines.</p> <p>➤ The Church Office reserves the right to edit any information that is submitted for publication.</p>
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For Office use only:

Approved: _____ Date: _____

Total amount due: _____

Deposit received: _____ Date: _____

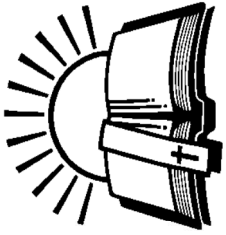
Total received: _____ Date: _____

I agree to all terms, conditions, fees and stipulations of the Bible EFC **Ministry Planning Policy.**

Print Name: _____

Signature: _____

Date: _____

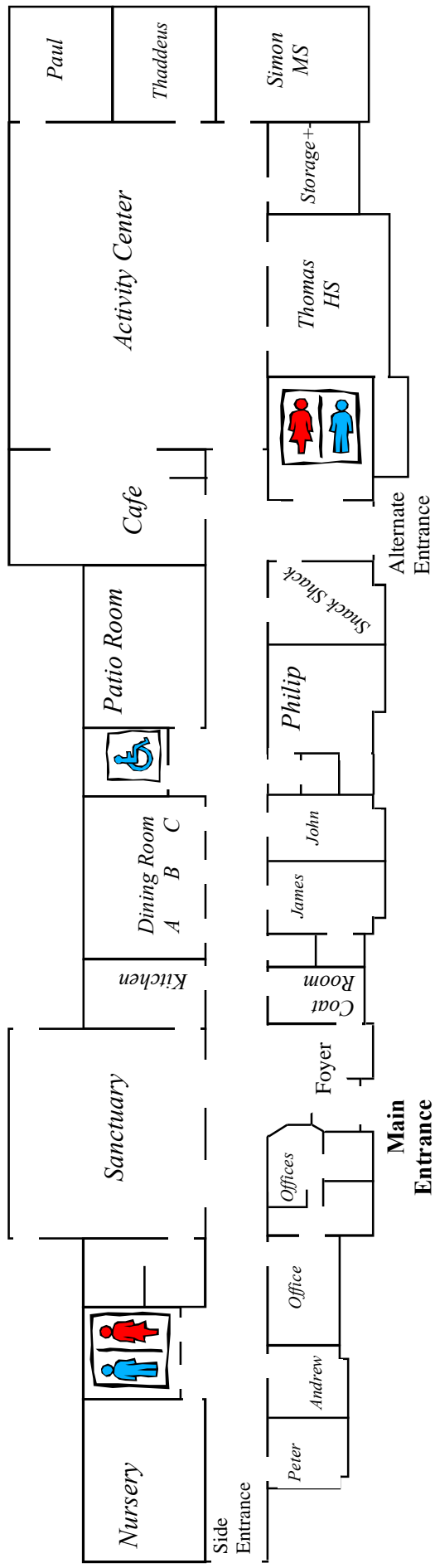


Bible Evangelical Free Church

625 West Veterans Street ❖ Tomah ❖ WI 54660 ❖ (608) 372-9377

E-Mail: Youth@BibleEFC.org

Web Address: www.BibleEFC.org



Ministry Planning Policy

Bible Evangelical Free Church

Office@BibleEFC.org ~ 608-372-9377 ~ 625 W Veterans Street, Tomah WI 54660

(Replaced ~ Facilities Usage Policy & Fee Schedule ~ as of July 2007)

God has blessed this congregation with wonderful facilities and land to be used for His glory. The intent of this Policy is to be wise stewards of God's provision so that we increasingly become His light in this community.

The Elder Board has provided leadership through this policy toward stewarding the facilities and grounds owned and/or operated by Bible Evangelical Free Church. The Office Staff will use this policy and the attached **Ministry Planning Form** to coordinate ministries that take place at all Bible EFC locations. Please read the policy below, and fill out the attached **Ministry Planning Form**.

Having completed the attached form, you must turn it into the Bible EFC Office **and** receive confirmation back from the Office before the request for ministry will be "officially scheduled."

Four Ministry Categories & Stipulations:

The Elder Board has delineated the following four categories and corresponding stipulations for each in an attempt to prioritize and be intentional about the stewarding of God's resources. **Note:** Bible EFC property is God's gift to be used for **non-profit ministry**, and thus under this policy, all for-profit ventures will consistently be directed to seek other locations for their business.

1. Bible EFC Ministry

- ☐ Ministries of Bible EFC are defined and approved by Bible EFC's Pastoral Staff (*these include approved weddings and accepted funeral/memorial services*). With the exception of weddings (see fee schedule on back), this category of ministry is not subject to any fees.
- ☐ Bible EFC ministries and their activities scheduled here are our priority. Once these ministry activities become "officially scheduled", they are "locked in." Only a mutually agreed upon change by all available Pastoral Staff could alter these scheduled ministries.

2. Missional Ministry

- ☐ Ministries considered missional partners are defined by their stated purpose/mission and are approved by Bible EFC's Senior Pastor.
- ☐ Missional Ministry events or activities that fit this category fall somewhere between a one-time usage and up to 12 calendar weeks of ongoing usage. **This category of ministry would be charged the "cost of operation" fees as listed on the back of this policy.**
- ☐ These ministries are encouraged to utilize God's gift of Bible EFC as it is available to be "officially scheduled." Missional Ministry activities will be given priority over Community Ministry activities (*not determined by a first come basis, but based on category*); however, they are never truly "locked in" as there is always a possibility that a Bible EFC Ministry (*for example, a funeral*) could as necessary (but with grace) cause the changing of room usage, rescheduling, or cancellation of any Missional Ministry opportunity with as little as three days' notice. Thus, we encourage you to take this potential reality into consideration as you choose to schedule activities at Bible EFC.

3. Community Ministry

- ☐ Bible EFC has the goal of being a positive community resource. So if anyone (*including Bible EFC members but **not** restricted to*) would like to use what God has blessed us with for their own personal activities, we consider this "Community Ministry." Other outside non-profit organizations that do not conflict with Bible EFC's mission/purpose are also invited to share in what God has blessed us with **if** approved by the Senior Pastor.
- ☐ Community Ministry events or activities that fit this category fall somewhere between a one-time usage and up to 12 calendar weeks of ongoing usage. **This category of ministry would be charged the "cost of operation" fees as listed on the back of this policy. Note: These fees are waived for official members of Bible EFC.**
- ☐ These individuals/organizations are encouraged to utilize God's gift of Bible EFC as it is available to be "officially scheduled." However, they are never truly "locked in", as there will always be the ongoing potential that either a Bible EFC or Missional Ministry event/activity could as necessary (but with grace) cause the changing of room usage, rescheduling, or cancellation of any "Community Ministry" opportunity with as little as three days' notice. Thus, we encourage you to take this reality into consideration as you choose to schedule activities at Bible EFC.

4. Ongoing Lease Ministry

- ☐ Any non-profit facilities or grounds usage (*other than Bible EFC Ministries*) that would be ongoing for 13 or more continuous calendar weeks would need to enter into an official legally binding lease that would be approved by (or request rejected by) Bible EFC's Elder Board. If approved, that lease would supersede and guarantee facility usage as stated within the agreed upon lease ~ above and beyond anything written in this policy.
- ☐ All fees for this category of ministry would be contractually negotiated on a case by case basis in the lease.

Ministry Planning Policy ~ Terms/Fees

Bible Evangelical Free Church

As ministry plans are being made, facility availability and subsequent scheduling should be worked out with the Bible EFC Office Staff. Any associated potential fees involved should be talked through and agreed upon as laid out below prior to making any reservation. **Nothing will become “officially scheduled” until a security deposit of half of the total fee for usage has been received. The other half of the total due must be turned into the office two weeks prior to the date reserved for use.**

On the attached “Ministry Planning Form” is a box that states when signed that you “*agree with all terms, conditions, fees, and stipulations.*” The conditions and stipulations are written on the other side of this policy, the fees are listed below, and the “**Terms**” are as follows:

- **The renter hereby acknowledges by their signature on the attached “Ministry Planning Form” that they are covered by a policy of comprehensive general liability insurance which covers all activities that will be conducted at the church with the premiums thereon fully paid on or before due date, and that they do hereby release, indemnify, and hold harmless Bible Evangelical Free Church, and their officers, personnel, employees, and agents from any and all causes of action that may arise from or in any way be connected with their use of the building, including but not limited to claims for personal injury, illness, death or property damage.**
- **It is the responsibility of the renter to clean up after themselves. If additional cleaning costs are incurred by the church, they will be charged to the renter. Additionally, if any damages are caused during the renter’s use of the facility, the renter will be expected to cover the costs of any repairs.**

Nursery facilities within our building are not available for rental.

Space available is listed below with the designated cost corresponding on the right.

Wedding Facility Usage Fee	(Includes use all of the below <u>with the exception of Video Recording</u> ~ which is not available ~ If desired, wedding parties must arrange their own videographer.)	\$500
Wedding Facility Usage Fee (For immediate family of official Bible EFC Members)	(Includes use all of the below <u>with the exception of Video Recording</u> ~ which is not available ~ If desired, wedding parties must arrange their own videographer.)	\$50
Funerals/Memorial Services have no <u>facility</u> costs associated with them		\$0
Classrooms (each room & usage)		\$30
Kitchen		\$70
Activity Center		\$100
Sanctuary (Room space/chairs only)		\$125
Sanctuary (With sound/microphones)		\$225
Sanctuary (With sound/microphones & computer projection)		\$300
Sanctuary (With sound/microphones, computer projection & video recording)		\$600