



GENERAL BUILDING USE POLICY

Expectations

The building and grounds of New Heights Chapel have been dedicated to the service of our Lord Jesus Christ. Our desire is to reach the people of Murfreesboro and Rutherford County with the Gospel while exercising proper stewardship of the building and grounds God has provided. To this end, we require that users of the New Heights Chapel facility will:

1. Include nothing that would detract from New Heights Chapel's desire to honor God in all that is done in our church building. Please contact the Special Events Coordinator if you have questions about a particular element.
2. Respect our not-for-profit status as a 501(c)(3) organization by refraining from any commercial / for-profit activity on the New Heights campus. Ordinary financial transactions within another not-for-profit group, such as dues paid to a Scout troop or an event ticket fee, etc., are acceptable. Please contact the Special Events Coordinator if you have questions about this policy.
3. Use appropriate care in order to respect and protect the facilities and grounds.
4. Serve only non-alcoholic beverages on the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas.
5. Report any stains or damage to the Special Events Coordinator.
6. Observe the "smoke-free facility" status of the entire campus of New Heights Chapel, including but not limited to the parking lot, building, and landscaped areas.
7. Refrain from the use of music which includes offensive or graphic elements. The building shall not be used for the purpose of staging a dance with either a live band or a live DJ.
8. Use only dripless candles.
9. While securing decorations, refrain from the use of any implement, device, or tool leaving any marks or holes of any kind.
10. Remove all decorations and flowers following the ceremony.
11. Refrain from any movement or rearrangement of furniture or equipment except that which is agreed upon in writing prior to the date of the event by Chapel Building Leadership. This includes all musical instruments and equipment on stage, particularly the piano, keyboard, and SamePage stations. Tables and/or chairs in the classrooms or the West Hall may be moved as needed; we request that you put them back in place after your event.
12. Vacuum and empty trash in any rooms used. Group 1 users must confirm clean-up arrangements with Chapel Building Leadership prior to the date of the event. Custodial arrangements are included in fees for Group 2 and Group 3 users.
13. Keep all food and beverages within the kitchen and West Hall.

14. Vacate the building by six hours after the scheduled start time of the event but no later than 10:00 pm if the event is held on Saturday evening.
15. Pay the \$250 damage deposit with application to secure event on the Chapel Calendar. All other fees must be paid at least seven (7) days prior to the event.

Building use is limited to the following:

Group 1

- Groups administered by New Heights Chapel:

These groups are funded by or coordinated by New Heights Chapel and are directly accountable to the Deacons, Elders or other authorized Ministry Leader. No fee will be assessed to these groups, either for regularly scheduled meetings/regular use of the facilities or for extra meetings or events.

- Member sponsored events:

This category includes not-for-profit activities, groups or ministries not directly connected to New Heights Chapel, but in which members of the New Heights family will be significantly and/or administratively involved.

Group 2

- Affiliated Individuals, Groups or Organizations:

This category includes not-for-profit activities, groups or ministries not directly connected to New Heights Chapel. Members or the New Heights family may or may not be involved. For applicable fees, see the Fee Schedule.

Group 3

- Unaffiliated Groups / Organizations:

Other individuals or organizations not a part of nor supported by New Heights Chapel, whose philosophy, goals and objectives do not conflict with the vision and purpose of New Heights Chapel, will be considered on a case-by-case basis. New Heights Chapel reserves the right to accept or reject facility use to entities within this priority level at the discretion of the Elders. For applicable fees, see the Fee Schedule.

Fee Schedule

A Usage Fee will allow the use of facility and furnishings and cover fees for cleaning, media technician, and break-down and set-up of equipment. These prices are applicable to events with a duration of 5 hours or less. If your event is expected to exceed 5 hours, additional fees may be assessed. All fees shall be paid to New Heights Chapel no later than 7 days prior to intended use, and are as follows:

	Group 1	Group 2	Group 3
Damage Deposit *	n/a	\$250.00	\$250.00
Worship Hall OR West Hall, with associated areas	n/a	\$200.00	\$300.00
Worship Hall AND West Hall with associated areas	n/a	\$400.00	\$600.00

* Damage deposit will be returned within 7-14 days upon approval of facilities team leader. However, if any of Items 1 through 11 in the "Expectations" section of this document are not honored, part or all of the deposit may not be returned.

Equipment and instruments on the stage in the Worship Hall are not to be moved by anyone other than persons authorized by New Heights Chapel (see Item 11 of Expectations section of this document.) If desired, piano may be removed from stage ONLY by people authorized by New Heights Chapel for a additional fee of \$400, which is what the movers and piano tuner charge for their services.

Consideration will be given to special requests and unusual circumstances, as well as for ongoing regularly scheduled events.

Checks shall be made payable to "New Heights Chapel." Please mail checks to: New Heights Chapel, Attn: Jackie Weathers, 2650 St. Andrews Dr., Murfreesboro TN 37128.