

# Backus Church of the Nazarene

## Beacon Facility Use Policy

Adopted 11/09/22

**The Beacon:** The Beacon addition, built in 2022, is a multi-functional facility consisting of the gym, shared kitchen, restrooms and upstairs classrooms connected to the Backus Church of the Nazarene (“Church”). The Church Board has adopted this policy, and the Use Application and Use Agreement, to allow individuals and organizations from the community to gather at The Beacon for acceptable uses as more fully described in this policy. The Beacon is available Monday through Saturday, but not on a Sunday. Use of the Beacon does not include use of the Church Sanctuary, Fellowship Hall, or other (north wing) classrooms, unless specifically authorized by the Facilities Director or Pastor and specified in the Use Agreement

**Priority:** Use priority will be given to Church activities such as worship services, Sunday School, weddings, funerals, baptisms, and other functions of the Church. While some Church functions arise out of necessity and cannot be planned far in advance (e.g. a funeral), we will also do all we can to work with our Beacon guests so as not to disrupt any event you may have scheduled in the Beacon. In the event of a Church function, Beacon guests may need to use one of the alternative entrances to the Beacon so as to avoid disruption of Church functions in the Sanctuary or Fellowship Hall.

**Approval Process:** Individuals and community organizations, who are not members of the Church or affiliated with a Church function, may apply for use of the Beacon facility through the Church office (online scheduling) with actual use depending on availability and approval by the Pastor or Facility Director. Use Applications need to be received at least two weeks prior to the event to allow adequate time for the necessary approval. The Church will review each application and may deny an event that is contrary to the Church beliefs and practices.

**Cancellation:** The Church reserves the right to terminate a Use Agreement and cancel a previously approved use of the Beacon if the Church determines the planned event goes against the Church beliefs and practices, or another reason the Church finds is justified.

**Cost:** There is no charge for the use of the Beacon facility. We invite our guests to consider giving a monetary gift in order to offset some of the utilities and other expenses of maintaining the Beacon. Such gifts to the Church are purely voluntary and are not a condition of using the Beacon.

**Event Services:** Those who are permitted to use the Beacon are solely responsible for the conduct of their event and the persons attending their event. The Church does not provide services to support or orchestrate the event and does not provide supervision of persons invited to the event.

**Decorations and Clean-up:** Those who use the Beacon are responsible for all decorations and their prompt removal when their event concludes and are responsible for cleaning and returning chairs, tables and any movable items to their original locations.

**Alcohol and smoking policy:**

- The use of alcoholic beverages is prohibited on Church property, including the parking lots outside, inside any portion of the Church building, and the Beacon.
- Smoking is not allowed inside the Church building, the Beacon, or in the parking lot. If there is a need to smoke, we ask our guests to either use their personal vehicles or our designated smoking area outdoors.

**Damage or Alteration:** Damage or Alteration to the Beacon facility in any manner is not permitted. Those who are permitted to use the Beacon assume all responsibility for any damages to the building and/or Church property arising from their use. If anything is broken or not left in satisfactory condition, the Responsible User will be responsible for the cost of repair or replacement.

**Refundable Deposit:** For groups larger than 50 people, or events where food is served, we do request a deposit (\$200.00) Check or Cash which is refundable after the event. If there is no damage to the facility or extra cleaning needed after your use of the Beacon, then your deposit will be refunded. You may choose to donate your refundable deposit to the Church for its maintenance of the Beacon, although you are not required to do so. In the event repairs or added cleaning is necessary because of your use, the deposit (or a portion of it) will be applied to pay those costs. The amount of refundable deposits will be set by the Church Board from time to time, and will be applied equally to all Use Applications. Deposits are due at the time the Use Agreement is signed and no later than 5 days before your scheduled event. Failure to pay a deposit when due justifies cancellation of the applicable Use Agreement. An exception to payment of a deposit may be requested by User and waived by the Church, if approved in the discretion of both the Pastor and Facilities Director.

**Policy Statement Regarding the Christian Community and Mission of The Church of the Nazarene**

The Backus Church of the Nazarene is a member of the denomination of the Church of the Nazarene. As such, we follow and adhere to the doctrine and polity of the Church of the Nazarene as set forth in the *Manual* of the Church of the Nazarene.

To learn about the Church of the Nazarene, or to review our manual and Covenant of Christian Conduct, we invite you to read more at:

<https://nazarene.org/manual>

You may contact Facility Director Al Abear or Pastor John for the Beacon Facility Use Application and Facility Use Agreement Forms:

1. The Beacon Facility Director: Al Abear, Phone: (218) 838-6187
2. Pastor John Rister: (734) 652-5015
3. Church Office Email: [backusnaz@gmail.com](mailto:backusnaz@gmail.com)

**END OF BEACON USE POLICY**

**Backus Church of the Nazarene  
Beacon Facility Use Application**

Responsible User or Group: \_\_\_\_\_

Date Inquired \_\_\_\_/\_\_\_\_/\_\_\_\_

Type of Event: \_\_\_\_\_

Start Time of Event: \_\_\_\_\_

End Time of Event: \_\_\_\_\_

Authorized Contact Person:

\_\_\_\_\_

Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Facilities Needed:

Please specify which portions of the Beacon facility you would like to reserve. The Beacon consists of the gym, shared kitchen, restrooms and upstairs classrooms. Use of the Beacon does not include use of the Church Sanctuary, Fellowship Hall, or other (north wing) classrooms.

\_\_\_\_\_  
\_\_\_\_\_

Does your Group have liability Insurance? Yes\_\_\_\_ No\_\_\_\_

Named Insured on the liability insurance: \_\_\_\_\_

Please provide a certificate of Insurance? Yes\_\_\_\_ No\_\_\_\_

Insurance Agent: \_\_\_\_\_ Phone: ( ) \_\_\_\_\_

# Backus Church of the Nazarene Beacon Facilities Use Agreement

This agreement by and between Backus Church of the Nazarene located at 618 State 371 NW Backus Mn. 56435 ("Church"),

and, \_\_\_\_\_ ("Responsible User"),

User's Name

User's Complete Address

For an event on \_\_\_\_/\_\_\_\_/\_\_\_\_ to start at this time: \_\_\_\_\_ and end at this time: \_\_\_\_\_.

The Church owns the Beacon facility which is an addition to the Backus Church of the Nazarene building which is primarily used as a Church and place of worship.

The Church makes available the Beacon facility for certain approved events and uses not affiliated with Church functions.

Responsible User intends to use \_\_\_\_\_ of

Gym, Kitchen, Rooms, Etc.

the Beacon facility for the purpose of: \_\_\_\_\_

Purpose of Use

This Use Agreement applies only for the date, time and purpose specified above.

## It Is Agreed, By and Between the Parties, as follows:

1. Church agrees to allow Responsible User to use the above-described Beacon facility for the above-described purpose on the Dates and Times specified.
2. Responsible User agrees that he/she/it will not use the facility for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the church facility.
3. Responsible User agrees to abide by the policies set forth by the Church for use of the Beacon facility. A copy of the Beacon Facility Use Policy has been provided to Responsible User and is incorporated by reference into this agreement.
4. Responsible User agrees to be solely responsible for his/her/its event and understands the Church does not provide services to orchestrate the User's event or to supervise persons attending the event.
5. Responsible User agrees that he/she/it is solely responsible for any damages or injuries that occur as a result of their event or arising from their use of the Beacon, and the Church assumes no

responsibility for injuries or damages that may occur as the result of or arising from Responsible User's use or event.

6. If Responsible User has paid a refundable deposit as required by the Beacon Facility Use Policy, Responsible User understands and agrees that the deposit will be used to offset any damage to the facility or extra cleaning that may be necessary because of User's event.
7. Responsible User agrees to conduct his/her/its use of the Beacon in a way that respects the facility as a part of the Church and a place of worship, and User will not permit any conduct that is against the beliefs or policies of the Church, including no consumption of alcohol or tobacco products on Church property, (designated smoking area outdoors) no obscene or vulgar language, no gambling, no sexual activity, and no damage, theft or taking of Church property.

### **RELEASE AND HOLD HARMLESS OF THE CHURCH**

By signing this Agreement, Responsible User releases and holds harmless the Church from and against any and all claims, injuries, liabilities, and damages arising out of Responsible User's use of the Beacon facility or User's presence otherwise on the Church property. This release and hold harmless includes claims for negligence by Responsible User or persons attending User's event or activity. Responsible User assumes sole responsibility for all such claims and will defend and indemnify the Church if such claims arise.

By signing below, Responsible User acknowledges understanding and agreement to all terms described in this agreement.

### **Responsible User, by and through his/her/its authorized representative:**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

### **Authorized Church Representative:**

Sign: \_\_\_\_\_ Date: \_\_\_\_\_

END OF BEACON USE AGREEMENT