



# EFCCCL PAVILION USAGE POLICY

## 1. EFCCCL STATEMENT OF PURPOSE

The Evangelical Free Church of Crystal Lake's (EFCCCL) pavilion was provided through God's benevolence and by the sacrificial generosity of church members. The church desires that its pavilion be used for the fellowship of the Body of Christ and always to God's glory. Although our facilities are not generally open to the public, we make our pavilion available to approved non-member persons and groups as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the gospel of Jesus Christ in practice.

However, pavilion usage *will not be permitted to persons or groups holding, advancing or advocating beliefs, or advancing, advocating, and engaging in practices that conflict with the church's faith or moral teachings*, which are summarized in the EFCCCL Constitution and attached to the EFCCCL Pavilion Usage Application.

The EFCCCL pavilion may not be used for activities that contradict, or are deemed by the Elder Board or senior pastor as inconsistent with, or contrary to the church's faith or moral teachings. The Elder Board, or their designee, is the final decision maker on whether a person or group is allowed to use the EFCCCL pavilion.

## 2. RESERVATIONS

### A. Reservation Application.

You **MUST** be a member of EFCCCL or a McHenry County resident to reserve the pavilion. The Pavilion Usage Application (can be downloaded at [www.efccl.org/pavilion](http://www.efccl.org/pavilion)) *must be filled out in its entirety*. Church staff can be reached at 815-459-1095, Tuesday–Friday from 9 am–5 pm, and will be happy to answer any questions that the Applicant may have. ***A phone call/message requesting a reservation does not constitute a reservation.***

**B.** The playground remains open to all who would like to use it during your reserved pavilion usage time.

### C. Make a reservation.

A signed Pavilion Usage Agreement and the signature page of the Pavilion Usage Policy along with the security deposit should be returned to the church office between 9 am–5 pm, Tuesday–Friday. The reservation must be received 30 days prior to the requested date of usage of the pavilion.

**D.** The Pavilion Usage Agreement will be reviewed and Applicant will be contacted.

### E. Applicants.

The individual signing the Pavilion Usage Application is representing that they will be the responsible party in case of damage, theft or disturbance. Applicants must be at least 25 years of age. A copy of applicant's driver's license will be taken at the time the Pavilion Usage Application is received and held with the Pavilion Usage Application.

F. If the individual is signing the Pavilion Usage Application on behalf of an organization or other entity, then the individual signing the Pavilion Usage Application represents that he/she is an authorized representative of the entity and he/she will be considered the contact person and the responsible party between EFCCL and the organization/entity. The individual signing as the Applicant must be present and act as the contact person throughout the entire rental period. *No Exceptions.*

**G. Fees and payment:**

**There is no fee to use the pavilion. Although there is no fee charged, we ask for you to consider giving a donation to EFCCL towards the use of the pavilion. This will allow EFCCL to reinvest in the pavilion and the surrounding grounds to keep them in excellent condition.**

Full payment of the one hundred-dollar (\$100) cash damage/cleaning **security deposit is due at the time of booking and must be received by EFCCL prior to the reservation being put on the church's booking calendar.** The specific usage date requested by the Applicant will not be reserved on the church's calendar until the cash security deposit is paid.

Area churches that share our biblical understanding of the gospel and Christianity according to EFCCL church leadership may use the pavilion. Full payment of the security deposit is due when a reservation is approved and booked. At that time the User will be given a Pavilion Clean-up Checklist.

### **3. USAGE HOURS**

Hours the pavilion may be reserved:

- Monday-Saturday (except Wednesday):
  - 10:00 am - 9:00 pm (full day)
  - 10:00 am - 3:00 pm or 4:00 pm - 9:00 pm (1/2 day)
- Wednesday:
  - 10:00 am - 3:00pm
- Sunday:
  - 12:30 pm – 4:00 pm
- Or other agreed upon hours

### **4. SECURITY DEPOSITS**

There is a \$100 (cash) security deposit required to cover damages and cleaning *if necessary*. A receipt will be issued at the time the deposit is made. ***Security deposits are 100% refundable provided the following conditions are met:***

- The facility is left in a clean and orderly condition per the Pavilion Clean-up Checklist.
  - Use of the area does not exceed the scheduled time.
  - The area and its contents, including equipment, are accounted for and undamaged.
  - All rules and procedures governing alcohol consumption and smoking are met.
- (No alcohol, tobacco or vaping devices are allowed on premises)

***If the above conditions are not met*** to the satisfaction of church representatives, an appropriate fee will be deducted from the security deposit. If cleaning and/or repair costs exceed the amount of the security deposit, the responsible person will be billed. Repairs will be billed at the full replacement cost incurred, including labor.

## **5. CANCELLATION AND RESCHEDULED POLICY**

*All reservation cancellations must be made in writing*—no exceptions. When the cancellation letter is delivered to the office, the appropriate refunds of the security deposit will be tendered. Cancellation made 30 or more days prior to the event will result in a full refund of the security deposit paid. Otherwise, no refund will be made.

## **6. SITE VISITS**

Prior to the event date, a site visit will be arranged with the User to have any preliminary questions answered.

## **7. DAY OF YOUR EVENT**

The pavilion will be exclusive for your use only at the time specified on your Pavilion Usage Application. For any urgent issues on-site, please call or text the following EFCCL staff:

David Palsgrove: 815-245-8464 or Mark Kolbe: 847-942-6214

The pavilion may be used by multiple groups on a particular date, so User may not enter the pavilion until the designated usage time User acknowledges that they must depart when scheduled to do so.

## **8. SET-UP AND CLEAN-UP**

Please refer to the Pavilion Clean-up Checklist for a list of tasks that you are required to complete at the conclusion of your event. It is your responsibility to properly dispose of trash and leave the facility clean and intact. Trash bags are to be taken to the dumpster (around the back of the church building) for disposal. All picnic tables are to be returned to the positions where you found them.

## **9. LOADING AND DELIVERY**

Due to space and security concerns, Users' items cannot be stored prior to or following their event. All vehicle tires must remain on the asphalt surface and not be driven or parked on the lawn.

## **10. FOOD, BEVERAGES, TOBACCO, MARIJUANA & ILLEGAL SUBSTANCES**

Food and beverages are welcome at the pavilion. User may bring in their own food, have food delivered to the pavilion, or have the event catered. Alcoholic beverages, tobacco (including usage of vaping devices), marijuana and any illegal substance *are NOT allowed at the pavilion or on church property.*

## **11. DECORATIONS**

User may bring freestanding decorations into the pavilion. User is also responsible for removing any decorations at the conclusion of their event. Please be advised of the following:

- The use of staples, nails, tacks, or duct tape is prohibited when affixing decorations.
- The use of string, zip ties, and masking/painter's tape is acceptable. All string, zip ties, and tape must be removed when taking down any decorations.
- Hanging decorations from light fixtures is prohibited.
- Fog/smoke machines, dry ice, silly string, rice, birdseed, confetti, dance wax, etc. are NOT ALLOWED.
- Helium balloons may be allowed under the following conditions: groupings of helium balloons must be attached to a weighted object.

## **12. FLAMMABLE MATERIALS & BAR-B-QUES**

Fireworks are prohibited on the church property and cannot be used at our facility. Fuels canisters for warming food that are contained and will not tip over, are allowed. Charcoal and gas grills may be used in the designated grill area only.

## **13. ANIMALS**

Pets are allowed in the pavilion area, but must be on a leash and under control of an insured handler. All solid waste must be cleaned up.

## **14. ADDITIONAL**

EFCCCL reserves the right to terminate User event if church staff, in good faith, perceives that User or their guests pose a risk to the safety of persons or property on the premises, or that User or their guests are violating this Policy or local, state, or federal laws. Upon verbal notice from church staff or the police that User event is being terminated, User and their guests must leave the premises immediately and User will not receive a refund of their Security Deposit. User will be responsible for the prompt removal of any personal items brought to their event.

Noise volume must be contained within the boundaries of the pavilion area. Please be respectful of nearby neighbors at all times.

# AGREEMENT OF THE EFCCL PAVILION USAGE POLICY

I, the User, or an authorized representative of the User, have read the EFCCL Pavilion Usage Policy and the EFCCL Constitution. I agree to comply with all terms and conditions set forth herein.

DATE: \_\_\_\_\_

PRINTED NAME: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

ORGANIZATION (IF APPLICABLE): \_\_\_\_\_

DATE REQUESTED FOR PAVILION USE: \_\_\_\_\_