

ThreeHouse Collaborative Campus Ministries Building Use Policy

We are a place of peace and offer welcome to many groups. We ask for your cooperation in the following ways:

Check in with the building host before leaving, to make sure that everything is done as expected. (See #9.) The Building Use Application is to be filled out and returned to the ThreeHouse office or emailed to office@threehouse.org before the event will be put on the calendar.

If your event is cancelled, notify us immediately, so that another group may use our space.

1. **We value courteous use of our space.** Our parking lot MUST have space for the building residents per city code. You may park in the lot to drop off supplies for your event, but then vehicles must be removed immediately. No event participants are allowed to use the parking lot without prior director permission. There is alternate side street parking Monday-Saturday from 8-5 pm. After 5 and all day Sunday, vehicles can be parked on both sides of the street.
2. Upon arrival, the group contact **must check in** with the Threehouse staff member or Building Host who will be available for assistance and able to answer any questions.
3. No tobacco, alcoholic beverages or illegal drugs are allowed in the public spaces or on the property grounds.
4. Propane/cooking tanks may not be brought into the building.
5. Decorating is permitted, but should be done in a manner that will not harm walls, floors, ceilings, furniture or equipment.
6. Use only the rooms and times your group has reserved.
7. **We value caring for creation.** We ask that your group recycle flattened cardboard, **clean** plastic, styrofoam, paper, aluminum & glass in the provided large blue recycling cart. We also welcome your group's use of the dinnerware, silverware and cups which can be found in the kitchen cabinets.
8. Your group is responsible for cleaning up after the event and **must check-out** with the Building Host before leaving the building.

ASK if you have any questions. Equipment and furniture are to be returned to their original locations, and the facility left in clean condition for another group to use. If it is left dirty, we will charge \$25 per hour for clean-up.

This includes: Wash tables and counters
Remove/clean up any glitter and tape that is used
Wash and put away all dishes used
Waste baskets emptied and liners replaced

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ALL garbage bags must be taken to the outdoor garbage cans (in 25th St enclosure)
Place tables and chairs in the carts or stack where appropriate
Floors vacuumed or mopped as appropriate
Windows closed and lights off

9. The Building Host must be notified of any property/equipment damage that occurs during a group event. Repairs or replacement of damaged property may be the responsibility of the group, after consultation with the Director.
- 10. We value safety for all.** When taking into account weekends of high traffic or high use, ThreeHouse Collaborative Campus Ministries reserves the right to determine whether professional security must be provided by the sponsoring organization for an event to be held in the building. An in-person meeting will be arranged with the ThreeHouse director/office to gain a temporary booking of the space. This security may include professional event security or community law enforcement agencies. All security arrangements must be confirmed before final booking is approved, or the reservation will not be honored. If professional security is required, it is up to the security firm and sponsoring group to coordinate activity details with the Cedar Falls Police Department and the ThreeHouse staff.
11. Weapons are NOT allowed in the building, except by authorized law enforcement personnel.
12. All events need to end by 1:00 am to be courteous to our residents and neighbors.
13. Every group that uses the building must abide by the ThreeHouse **(City of Cedar Falls)** room occupancy limits. Failure to do so may result in shutdown of the event and/or City fine, which would be paid by the group.
14. All children/youth under 18 or any vulnerable adult at any event, must be supervised by at least 2 adults.
15. We love to share your publicity! Send your posters to office@threehouse.org and share Facebook events with ThreeHouse Collaborative Campus Ministries. If you use our name on your publicity, we kindly ask you to share with us before publication.
16. Exceptions to any of these rules may be negotiated with the Director prior to the event.
17. We do not currently charge student or church groups for use of the building. Donations are appreciated to help pay for the upkeep of the building, equipment & staff time.
18. I have read and agree to these rules set forth by the ThreeHouse Collaborative Campus Ministries Board of Directors, on behalf of my group. We will ask the Building Host if we have any questions.