

OPEN DOOR FELLOWSHIP

636 S. Baums Bridge Rd.
Kouts, IN 46347

POLICY GUIDELINES and USER AGREEMENT FOR NON-ATTENDEES **FOR THE USE OF THE** **OPEN DOOR FELLOWSHIP WORSHIP AND PRAYER CENTER**

Updated as of August 2026

The building and grounds of **OPEN DOOR FELLOWSHIP INC.** (ODF) are available for use by non-attendees for weddings, funerals, family gatherings, etc. Here at Open Door, we believe our building has been entrusted to us by God and therefore, have made it available to those within our community as a place to gather with family and friends.

Scheduling is done through the ODF Administrative Assistant or the ODF church office (766-3224). Scheduling is done on a first-come, first-serve basis. **Events are not reserved until fees have been submitted, along with the last page of this Agreement, completed and signed by an adult 21 years of age or older.**

User agrees to indemnify ODF and hold harmless for any damages, costs, liabilities and attorney's fees incurred from any claim arising from your use and control of the ODF property whether inside the building or on grounds. In such an event the user agrees to conduct the defense and have control of the litigation and settlement, if any. However, the user agrees not to acquiesce to any judgment or enter into any settlement that adversely affects ODF's rights or interests without ODF's prior written consent. The user agrees to give ODF prompt notice of all claims and to cooperate in defending against the claim.

The ODF Board of Directors retains the right to determine, at any time, who may or may not use the facilities, as this is private property.

The following pages include user fees and guidelines:

USER FEES:

1. Persons who are not regular attendees of ODF may use our building for a fee. This includes access to the building for decorating.
Café: approximately up to 50 guests - \$100.
Family Room: around 100 people - \$200
Sanctuary: approximately 180 chairs with tables or 300 chairs in rows. - \$250.
Other fees may apply for weddings or larger events.
Some community events may be exempt from fees.
2. Users requiring video and use of our sound system need to find their own AV person. Someone from ODF may be available for an additional fee of \$50 per hour for this service and checks should be made payable to Open Door Fellowship. It is the responsibility of the user to contact the sound/AV person to go over what is needed.
3. We expect our building to be left in the same condition as when you arrived. This includes taking out the garbage and thoroughly cleaning the spaces used. Our janitors spend an additional average of 2-4 hours preparing our building for our service after an event at a rate of \$25 per hour.
4. The **fee must be paid at the time the event is reserved.** Checks will not be cashed until following the event. Additional fees will be charged if there are damages **and/or all User Guidelines listed below have not been met** and the building is not set up as when you arrived. An inspection will be conducted after the event to determine if there is any significant damage that needs to be covered. See USER GUIDELINES below for specific requirements. If there is damage, the user is invited to examine the damage. ODF will then decide the best way to handle repairs. In most cases, the Building and Grounds Team will obtain an estimate for damages, at which time they will notify user of additional cost. This includes a fee of \$25 per hour to cover the time spent setting sanctuary tables and chairs up as they were prior to your event if you choose not to complete this yourself.
5. There will be a \$45.00 fee for any "Non-Sufficient Funds" checks plus any expenses incurred.
6. The use of the kitchen facilities are included with each booked event. We have "limited food preparation" facilities. Some food preparation

might have to take place elsewhere. **User is responsible for supplying his/her own disposable items such as plates, cups, tableware etc.**

USER GUIDELINES:

1. Each person using our facilities must talk with the ODF Administrative Assistant or a designee to go over the requirements regarding the arrangement and set up of the furnishings as well as the cleaning requirements. If using the kitchen, it may be necessary to meet with the Church Hostess.
2. **It is expected that all persons using ODF facilities will treat the furnishings and the building in a responsible and respectful manner.** All tables and chairs need to be clean and placed back in the manner in which they were found. Open Door staff is available to return furnishings to their initial state at a rate of \$25 per hour.
3. Kitchen facilities, if used, need to be cleaned, and left in an orderly fashion. This includes emptying all trash, cleaning out any unused items from the refrigerator, wiping down countertops and tables and sweeping the floor.
4. Any used kitchen towels or washcloths can be left in the kitchen's designated receptacle for the Church Hostess to wash.
5. If the portable dividers are used, they are to be returned to their original location.
6. **All garbage** must be put in plastic garbage bags and **placed in the dumpster** at the west end of the back parking lot. **Please do not put inflated balloons in the dumpster.** All balloons must be deflated before putting in the trash.
7. Bathrooms, including sinks, toilets & floors, need to be checked, left clean and all lights should be turned off.
8. Cloth pew chairs may be used for seating around tables. However, folding chairs will allow more people to be seated at the tables.
9. Cloth pew chairs need to be positioned back around tables in the sanctuary.
10. For table set up in the Café, it may be easiest to snap a cell phone picture to help you recall the correct set up.
11. Make sure all rooms are back to their original state, including the nursery, Kid Zone, Family Room and the upper silo.
12. Smoking is prohibited inside the building. **No alcoholic beverages are allowed on ODF property.**

USER GUIDELINES CONTINUED:

13. Animals are not permitted inside the building without the expressed consent of a member of the Building and Grounds Team.
14. All decorations, backdrops and arches need to be removed following the event, the same day as the event. Decorating with tape, nails, wire, tacks, etc. is not permitted without the expressed consent of a member of the Building and Grounds Team.
15. Before leaving the building, be sure to turn off all lights (including parking lot lights, if you use them) and return thermostats to the settings that you found them.
16. For recurring building use, there will be a 3-month trial period, in which representatives from Open Door will meet with users to discuss the status of the building use agreement.

Non-Attendees Users Agreement

Name(s): _____

Today's Date: _____ Date(s) of Event: _____

Type of Event: _____ Time(s) of Event: _____

Home Address: _____

Phone Number: _____

Area Requested: Café-\$100 ____ Family Room-\$200 ____ Sanctuary-\$250 ____

Email: _____

Emergency Contact: Name: _____ **Phone:** _____

I/we have read and understand the policy guidelines and am/are in agreement with them.
I/we will take care of the appropriate tasks according to the attached check list.

User(s) Signature: _____

Approved by: _____ Date: _____

Important Numbers:

Val Spaulding - Administrative Assistant
219-766-3224 (ODF)

Tim Jones – Sound, Janitorial, Set up
219-707-1700