

**Building Use Policy for the Campus View Facilities
(Effective January 1, 2016) (Rev1)**

Business Organizations:

Campus View facilities are not available to this type of organization.

Group or Individual Events (weddings, parties, anniversaries, funerals):

Due to staff and building use restrictions Campus View facilities are not available for these types of activities unless the request involves a family who is active and regularly attending Campus View. One exception is when a Campus View member volunteers to sponsor the event and assume full responsibility for all logistical requirements including planning and clean up. The request must have the approval of the Building Use Coordinator in consultation with the other Shepherds and Staff. Bill Cosgrove is currently serving as the Building Use Coordinator.

Non-Profit and Community Organizations:

During Office Hours

A Building Request Form must be submitted for consideration by the Building Use Coordinator. Consultation with the staff will be done on an as needed basis. Approval by the Building Use Coordinator will be based on available time, space, and the nature of the group as it effects other groups using the facility. All approved use of the Campus View facility must be scheduled through the Office Administrator and placed on the building use calendar

Non-Office Hours

The Non-Profit must

- 1) for security purposes have direct and active involvement of a Campus View member
- (2) have approval from Building Use Coordinator
- (3) not conflict with space, time, or safety of other groups using the facility.
- (4) coordinate scheduling with the Office Administrator (building use calendar)

Christian Campus or Christian Youth Organizations

These organizations may submit a Building Request Form for consideration by the Building Use Coordinator in consultation with the staff. If approved a Campus View Staff Member is responsible for coordinating the use including building maintenance and security. All approved use of the Campus View facility must be scheduled through the Office Administrator and placed on the building use calendar.