



NORTH POINT MINISTRIES

Facility Usage Guidelines

I. Event Policy

Events that take place at a North Point Ministries campus must align with the mission of the church. Because we receive a large number of requests to use our facilities, we can only consider events that help carry out our mission. These events must be held by or sponsored by a ministry affiliated with North Point Ministries. Exceptions will be made at the discretion of the Campus Pastor and/or the NPM Leadership Team.

NOTE: Ministry sponsorship does not include financial support, only the coordination and oversight of the event. Outside organizations may be asked to pay a small rental fee to cover the costs of the event.

II. NP Ministry Event Proposals

A staff member must submit event requests through the NPM Web-based calendar of events. Each event must be held by or sponsored by the ministry requesting the event. The requests must include all of the information needed to facilitate and support the event (such as contact name, setup instructions, resources being requested, production support needed, etc.). The NPM calendar includes questions to gather all of this information.

III. Outside Organization Requests

Most requests for facility usage made from an outside organization are made over the phone. At that time the event policy is communicated to the requestor. If the event appears to align with the mission of the church, the Calendar Coordinator will then request that a "Facility Usage Form" be completed. Once the form is completed, the Calendar Coordinator will consider the requested event. The Coordinator will then seek sponsorship from the ministry most relevant to the mission of the event. In some cases, the Calendar Coordinator may seek approval for an event from the NPM Leadership Team. The sponsoring ministry will act as a liaison between the two organizations and will provide a representative to attend the event.



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The following event criteria may require NPM Leadership Team approval:

- The attendance will be over 300 persons.
- The event occurs in an auditorium or theater.
- The event requires the use of many rooms at one time.
- A rehearsal or regular ministry event would be asked to cancel or relocate.
- The event occurs on Saturday after building hours.
- More than one ministry area is affected by the event.
- The event does not have sponsorship from a ministry affiliated with North Point Ministries.
- The mission of the event or outside organization is unclear or misaligned with NPM.

IV. Fees

Ministries affiliated with North Point Ministries may use the facility without a rental fee. If an event is held by an outside organization, a fee schedule is used to determine the charge. Rates are determined by the costs incurred by NPM. Rental fees are designed to cover those costs, and no profit is made.