



## **POLICY NAME: Facilities Use by External Clients**

### **Purpose:**

To establish criteria for external client usage of Denver Seminary facilities. The intent of this policy is to insure that: 1.) Use is consistent with the Mission and Core Commitments of the Seminary, in keeping with the Seminary's biblical doctrine; 2.) Use conforms to the intended purposes of the facilities (teaching, worship, meeting spaces, etc.) in order to properly steward and maintain the longevity and appearance of the campus; 3.) There is the maximum opportunity for the intended purpose of the external client event to be achieved.

### **Scope:**

This policy applies to any usage of Denver Seminary facilities by external clients.

### **Definitions:**

External client: Any organization, business or group not associated with or established by Denver Seminary as an integral part of its programs; any activity independent of the Seminary that generates revenue, not accruing directly to the benefit of the Seminary.

Long-term external client use: Use of Denver Seminary facilities four or more times in one year, according to the term of the use agreement. External clients using Seminary facilities fewer than four times in one year, according to the use agreement, are short-term clients.

Denver Seminary facilities: Any buildings or campus grounds owned and operated by Denver Seminary made available for use by external clients.

### **Policies:**

1. Use of Denver Seminary facilities by external clients shall be for purposes consistent with the Mission, Core Commitments and biblical doctrine of the Seminary. External clients and client usage not in alignment with Denver Seminary's Mission, values and beliefs may be refused use of Seminary facilities.
2. The Director of Security, Risk Management and Auxiliary Enterprises (hereinafter Director of Auxiliary Enterprises or DAE) is authorized to make decisions regarding the use of Denver Seminary facilities, in the best interests of the Seminary.
3. The DAE is responsible for communicating policies and procedures to all prospective external clients, issuing an Agreement for Use of Denver Seminary Facilities to external clients and collecting applicable fees, including a deposit to confirm the events reservation and serve as a damage deposit.
4. Denver Seminary charges external clients for the use of its facilities and services according to a published fee schedule, including room rental fees, audio-visual equipment rental fees, AV technical staff service fees, and room set-up services fees.
5. External clients are required to sign and comply with an Agreement for Use of Denver Seminary Facilities, which includes a statement of purpose for the event, fees and terms for the facilities and services being used, the requirement of a certificate of liability insurance, indemnification statements, etc.
6. External clients are required to provide Denver Seminary with a certificate of liability insurance for the use of its facilities. A certificate of liability insurance naming Denver Seminary as an "additional named insured" is required for long-term external clients, and a certificate listing Denver Seminary as a "certificate holder" for evidence of liability insurance is required for one-time or short-term external clients. If a short-term external client does not carry liability insurance, the DAE may deem the signing of the use agreement with the indemnification statements to be sufficient on a case by case basis.
7. Denver Seminary facilities available for external client use are as follows:



## Denver Seminary Policy Manual

- a. Simpson Leadership Center: Chapel (including the servery); classrooms 100, 100A, 101, 102, 103, 106, 115, 116, 117, 118, 119, 120
- b. Graber Administration Center: Executive Board Room (including the servery); conference rooms 109, 236, 246
- c. Lewan Learning Resource Center: Library conference rooms
8. The following are not allowed as external client events: weddings, wedding receptions, funerals, memorial services, baptisms, Bar Mitzvahs/Bat Mitzvahs.
9. Denver Seminary facilities are not generally available for external client use when the Seminary is closed for business during holidays or other occasions. Exceptions may be granted for regular long-term client usage (eg. a church client Christmas Eve or Maundy Thursday service).
10. External client events in classrooms can be scheduled only as far in advance as the end of the current academic year classroom schedule. All external client events are subject to the prioritization of scheduling with Denver Seminary classes and events as stated in the Campus Master Calendar Policy. Denver Seminary ongoing programs and events having priority may preclude outside usage.
11. Reservations may only be secured with the proper deposit (see fee schedule and facilities use rules). If the facilities used are left in satisfactory condition, the deposit will be refunded by check within 10 business days.
12. Full payment of the facilities use rental fee, as well as provision of the certificate of liability insurance, must be provided by the external client by 5 business days prior to the scheduled event(s).
13. Cancellations of an event can be made up to two days prior to the event without penalty; cancellations made within two days of the event will result in forfeiture of the deposit.
14. No alcoholic beverages are allowed at Denver Seminary campus events.
15. The use of candles at external client events is not allowed.

### **General Procedures:**

1. Event Request Form is submitted to the DAE by the prospective external client
2. Request is approved or declined
3. If approved, Use Agreement is issued
4. Invoice for use fees is issued
5. Use agreement, certificate of insurance, and payment are received
6. Facilitation of the event with external client contact, as necessary
7. Event
8. Damage deposit is returned if facilities are left in satisfactory condition

### **References:**

[Facilities Rental Rates and Use Policies](#)  
[Event Request Form](#)  
[Denver Seminary Facilities Use Agreement](#)  
[Campus map](#)  
[Simpson Building room locations pdf](#)

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