

Outside Organizations Categories

Will this relationship be a ministry extension, building rental, or church partnership?

A Gateway staff member must notify Senior Staff of the proposed event and relationship

Approved lay leaders will need to be approved by Senior Staff and then receive building access

Details of each relationship:

Category	Ministry Extension	Building Rental	Church Partnership
Definition	An event that connects to Gateway's mission and is directly stewarded by a Gateway staff member or ministry leader.	An event held by an individual or organization that is not related to a Gateway ministry.	A long-term, church-wide relationship with an organization or ministry that aligns closely with Gateway's mission and values.
Who Oversees	A Gateway staff member or approved lay leader* (by Senior Staff) must oversee and be present at the event.	Facility Coordinator (Gateway provides on-site staff for access and building oversight).	A Gateway staff member provides stewardship and coordination on behalf of the church.
Fee Charged?	Discuss with Facility Coordinator to determine pricing and any fees (room fee may be waived).	Full-price rental fee required.	Usually waived for partnership-related events.
Required Forms & Who Completes Them	Facility Request Form – completed by Gateway staff. Building Use Agreement Form – completed by organization. Other forms (AV/Tech, etc.) – as needed by staff.	Building Use Agreement Form – completed by the renting individual or organization.	Facility Request Form – completed by Gateway staff. Building Use Agreement Form – completed by church partner. Additional forms as needed for event setup.
Event Coordination	A Gateway staff member will coordinate with the organization and Support areas (AV/Tech, Childcare, Communications).	The Facility Coordinator will coordinate details with the organization.	A Gateway staff member will provide support as part of their job responsibilities.
Church Involvement	Supported by one ministry area	None – event does not represent a Gateway ministry.	Church-wide support through prayer, giving, serving, and promotion.
Examples	Bay Area Baseball Photos supported by Family Life.	Concert.	Starfish Kenya.

Questions Senior Staff will ask to approve an event for an outside organization or individual:

- Does this event align with our mission & vision?
- Are the human and physical resources required for the new event something we can provide at this time?
- What's the cost? Is it in the ministry budget? How would we cover our costs?
- What are the beliefs of the outside organization?
- Are you building a long-term relationship?
- Are there liability/legal/insurance issues?
- Is this organization a for-profit or not-for-profit organization?
- Which staff member will be on-site during the proposed event?
- Is it a one-time or recurring event?