

CHURCH FACILITY USE GUIDELINES



FACILITY USE GUIDELINES

1. Church In The Son is a smoke-free and tobacco-free facility. Smoking or chewing tobacco is not permitted in any part of the facility at any time.
2. Event participants are restricted to only those areas of the facility that have been reserved.
3. Food and beverages are not allowed in the main auditorium.
4. Leftover food and beverages must be removed from the premises.
5. Sales and individual for profit events are not allowed.
6. Any corporate sponsorship must be pre-approved by Church In The Son.
7. Church equipment and furniture may not be used or moved without previous arrangement with the Event Coordinator.
8. All decorations must be in keeping with honoring the purposes of Church in the Son. All decorations must be non-flammable. Excluding candles on cakes, candles may be used only if contained in glass and the flame must not exceed the top of the container.
9. Nothing can be tacked, taped, stapled or nailed on to the walls, woodwork, fixtures and furniture.
10. All signage and placement of signs must be pre-approved by the Facility Director and/or Event Coordinator.
11. Any items not belonging to Church In The Son must be removed on the last day of the event.
12. Abusive or foul language, violent behavior, and drug or alcohol use are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
13. It is the responsibility of the person or group renting the facility to ensure that event attendees abide by "Church Facility Use Guidelines"
14. The person or group renting the facility will be responsible for all damages and breakage that includes but is not limited to floor, walls, furniture and any other items that may have been affected as determined by the Facility Director, Event Coordinator or Director of Operations.
15. Any person or group interested in renting the facility must complete the Church's "Facility Rental Request" and agree to the "Church Facility Guidelines" for their event to be considered. The "Facility Rental Request" is not a contract and does not guarantee availability or approval. Requested dates are not reserved until a signed "Facility Rental Agreement" and a 20% deposit is received.

16. Facility use will not be permitted to persons or groups holding, advancing or advocating beliefs and practices that conflict with the Church's faith and moral practices. Church in the Son's faith and moral practices are summarized, among other places, the church's constitution and bylaws and core doctrines. Nor may church facilities be used for activities that contradict or are deemed inconsistent with the church's faith or moral teaching. The lead Pastor and/or Executive Pastor, or their official designee, is the final decision maker concerning use of the church's facilities.

FACILITY USE HOURS

The facility is available between the hours of 9:00 a.m. and 10:00 p.m. Use outside these hours must be approved by the Event Coordinator.

The church facilities will be opened on the agreed rental period, indicated on the "Facility Rental Agreement". Failure to conclude activities in the designated area within sixty (60) minutes after the conclusion of the event will result in a charge of \$250-\$500.

SCHEDULING EVENTS

Facility use requests shall be made to the Event Coordinator by submitting the "Facility Rental Request" form available at the church office. Based on the request submitted, a "Facility Rental Agreement" will be sent to the potential client. The event will only be reserved and placed on the church calendar when initial non-refundable deposit of 20% is paid and venue rental agreement is returned and signed.

Events will not be scheduled on **Sundays, Thanksgiving Day**, ten (10) days leading up to and including **Christmas Day, New Year's Eve, New Year's Day, Good Friday, Easter**, or any **scheduled conferences**. Events will not be scheduled for the weekend (Friday, Saturday) of **Memorial Day, Labor Day, Mother/Father's Day or the 4th of July**. Be mindful that during special times of the year the church will be decorated, i.e., Christmas, Easter, 4th of July, special conferences, etc. Decorations for these occasions may NOT be removed.

FACILITY FEES

The rental fee must be paid according to the "Facility Rental Agreement". Church in the Son requires a non-refundable deposit of 20% of the estimated charges due upon signing of the "Facility Rental Agreement". This is to reserve facility use in the church calendar. The remaining balance of the rental charges are due and payable in full, 15 business days prior to the first day of scheduled event. Church in the Son requires a credit card authorization form to be kept on file that can be used for any fees or remaining balances. Church in the Son reserves the right to use the credit card on file to collect damages or loss.

CANCELLATIONS

All event cancellations must be made in writing, via regular mail or email.

Cancellation Schedule:

Up to 90 days prior to event start date – 100% of any deposit paid will be refunded

89 to 15 business days prior to event start date – Initial deposit of 20% will be forfeited. Any other payment will be refunded.

1-14 business days prior to event start date - Initial 20% deposits forfeited and additional 20% cancelation fee will be charged.

ELECTRONICS AND AUDIO-VISUAL EQUIPMENT

The use of Church in the Son's audio and visual equipment requires prior approval from our Productions Director. All audio and visual equipment requires a Church in the Son tech for its operation unless otherwise approved.

INSURANCE

For all non-church sponsored events, the group using the facility must obtain a certificate of liability of insurance. Church In The Son must be named as an additional insured with a limit of \$1,000,000 unless otherwise determined by the Facility Director. The user must also sign an Indemnity and Hold Harmless Agreement.

THE UNDERSIGNED DOES HEREBY AGREE TO ABIDE BY THE TERMS, CONDITIONS AND FEES STATED HERewith

Signature of Occupant/Paying Guest

Date

Print name of Occupant/Paying Guest

