



## Facility

## Use Policy

### Approval of Events

All events must be submitted via the Facility Request form available from the Victory Life Church (VLC) office. Once a request is submitted, the event will be reviewed by the VLC staff for *possible* approval. If the event is approved, a member of the VLC staff will contact the user (renter) to obtain any further information needed. VLC reserves the right to approve or deny facility use to any individual or group for any reason.

### Scheduling

Proposed events must be submitted to the VLC office at least two weeks in advance. (Consideration will be given to requests less than two weeks in advance if they are unique circumstances, i.e. funerals, etc.) VLC services and activities take first priority on the church calendar followed by church member use and then non-member use. All events must be approved by the VLC staff prior to being placed on the church calendar. The availability of locations, services and equipment cannot be guaranteed unless requested in advance on the Facility Request form. Although every effort will be made to

adhere to any scheduling agreements, the church reserves the right to cancel reservations for use of the VLC facility if it is needed for worship or ministry activities. Any scheduled event will only be cancelled or rescheduled under the most extreme of circumstances and with as much notice as possible.

## Conduct

Events that conflict with the general practices and beliefs of the Assemblies of God will ***not be permitted on*** VLC premises. In accordance with this guideline, no alcohol, drugs, dancing or gambling will be permitted. Smoking (of all types) is ***not permitted*** in the VLC facility and within 50 feet of any entrance to the facility. The use of any product containing red dye is ***not permitted*** (includes: drinks, icings, etc.) in carpeted rooms due to potential staining. All activities of an event must remain in the room(s) that are (were) reserved.

## Outside Contractors

If a caterer or other outside contractor will be used, the Facility Request must identify such and give specific detailed information regarding their involvement with the event (such as their size and requirements). The individual or group is responsible for any outside contractor to be aware of the VLC Facility Use Policy and for their actions while on VLC premises. Any deliveries for an event must be schedule with the VLC office and must be delivered during normal business hours (M-F 9:00am-4:30pm).

## Decorations

All decorations must not damage floors, walls, furniture, etc. Under no circumstance shall decorations be attached to walls or furniture by pinning, gluing, screwing, nailing or any other form that will cause damage. Anything that will be hung on the walls must be done with masking tape ***only***. Under no circumstance shall decorations be attached to or placed on musical instruments or sound equipment. In the event candles are used, they must

be dripless or in some form of holder that catches wax. The use of glitter or glitter decorations is not permitted. **ALL** decorations must be removed following the event by the participants.

## **Parking**

All vehicles must be properly parked in the parking lot. Vehicles are not to be driven or parked in the grass or any other non-paved/graveled area of the premise. The circular drives located at the main entrance to the facility are for loading and unloading *only*. These areas may be needed for emergency personnel access in the event of a fire or medical emergency. The circular drives are fire lanes and vehicles left longer than fifteen minutes may be towed at the owner's expense.

## **Security**

Any event outside of normal business hours, must have a minimum of one VLC security personnel. Applicable charges will apply.

## **Media**

All media to be used for an event must be submitted two weeks in advance. This would include any non-live music, slide shows, videos, etc. Any live music must have lyrics submitted for approval two weeks in advance. VLC reserves the right to refuse to play any media deemed obscene or offensive. VLC reserves the right to refuse any live music deemed obscene or offensive. All sound, media and LED lighting for any event must be operated by VLC approved personnel. Applicable charges will apply.

## **Miscellaneous**

The premises must be left in a clean and working condition as they were found before the event. Leaving the facility in a dirty or damaged condition will be grounds for losing facility use privileges. Any damage to the facility, equipment or furnishings must be reported to the VLC office as quickly as possible. The individual or group will be responsible for all damages caused to the facility, equipment or furnishings and may be charged for repairs or replacement at the decision of VLC.

## **Fees**

VLC reserves the right to waive any or all fees for an event. All fees required for an event must be paid to VLC one week prior to the event date.

### **Facility Rental:**

- Any one classroom - \$50
- Worship Center - \$300
- Youth or Kid's Worship Center - \$75
- Foyer w/seating - \$125
- Coffee Bar w/seating - \$75

Facility Cleaning:

- Any one classroom - \$50
- Worship Center - \$100
- Youth or Kid's Worship Center - \$75
- Foyer w/seating - \$125
- Coffee Bar w/seating - \$75

Security Personnel:

- Each security team member required - \$25 (up to 2hrs) per team member required
- Each additional hour \$25 per team member

Sound Personnel/Media/Lighting/Stage

- \$200 per event up to 3 hours  
\*Cost of additional required hours will be determined on a case by case basis.

Balance Due: \_\_\_\_\_ Date Paid: \_\_\_\_\_  
 \_\_\_\_\_ Received By: \_\_\_\_\_

I, \_\_\_\_\_, the undersigned, understand and agree to the Facility Use Policy, fees, and payment schedule as set forth by VLC.

\_\_\_\_\_  
 \_\_\_\_\_  
 Signature of Renter                      Date                      VLC Representative                      Date