

Danielsville Evangelical Church

Danielsville, GA

Facilities Rental Policy and Procedures

(Rev. Date: 02 Mar. 2013)

PURPOSE: God has blessed The Danielsville Evangelical Church with a Family Life Center and Church Sanctuary which we use in the furtherance of our mission to reach the lost for Christ. In keeping with our desire to be a help to the community within which we live and serve, these facilities are made available to certain church and non-church affiliated individuals and groups on a limited basis in accordance with these policies and procedures. Our over-reaching goal is that Christ be glorified through our use of the facilities. These guidelines are provided to assure that any use of a Church facility meets this goal.

POLICY:

I. Types of use permitted

- a. Activities and programs held in the facility do not have to be Christian in nature, however, they must not detract from the Christian atmosphere of the Church, or be in direct opposition to the general tenets of Christian faith.
- b. Only not-for-profit events may be scheduled and held in the facility.
- c. Participants must dress and conduct themselves in a manner that respects the purpose for which the facility has been built.
- d. Participants shall not bring drugs, alcohol, tobacco in any form, or weapons into the facilities or onto the grounds when outside of their vehicles.
- e. No person under the influence of drugs or alcohol, or any person whose actions are otherwise disruptive to the event may remain on the property.
- f. Pets are not permitted inside the facilities. This restriction does not prevent the use of a service animal by a person with a disability.
- g. Non-scheduled events and activities are not allowed.

II. Event Scheduling

- a. Events of Danielsville Evangelical Church (hereinafter, DEC) take precedence over any and all private events. DEC reserves the right to cancel any scheduled event not less than 30 days prior to the event for any reason deemed legitimate by the Church.
- b. The process for scheduling an event is as follows:

- i. Applicant shall obtain a Reservation and Set-up Form from the Church office or web site, or request a Reservation and Set-up Form by email.
- ii. DEC shall provide a current Fee and Deposit Schedule with the Reservation and Set-up Form.
- iii. Applicant shall submit the completed Reservation and Set-up Form not less than 30 days prior to the Event.
- iv. Applicant's request will be reviewed for applicability to these guidelines and conflicts of schedule by DEC and Applicant shall be notified of the decision.
- v. Within one week of approval, Applicants shall pay the Fees and Deposits for the Event. Non-payment of Fees or Deposits by Applicant in a timely fashion will void the reservation.

III. Stipulations of use

- a. Applicant must specify a named adult Responsible Individual who will be responsible for supervision of the Event and who will be present for the duration of the Event. Applicant must provide DEC with contact information for the Responsible Individual.
- b. DEC staff alone shall be authorized to set up and take down any Church-owned equipment and furnishings in accordance with the Reservation and Set-up Form. Church owned furnishings and equipment may not be removed from the facility.
- c. In compliance with fire and safety regulations, maximum permitted occupancies may not be exceeded.
- d. FLC thermostats will be set and may be changed only by Church staff.
- e. Keys to the facility and free access to the facility by Applicant at times other than the scheduled times are not granted. Event Fees shall include one opening and closing of the facility for rehearsals or set-ups either the day of, or the day preceding the Event.
- f. Nothing may be attached to any walls, door, or columns for any reason. Signs may be taped to exterior doors on glass only.
- g. The Church does not provide and Applicant may not use disposable paper products other than sanitary supplies for the rest rooms and kitchen.
- h. Additional openings and closings shall be by prior arrangement with the Church office and shall require a \$25 fee and must be consistent with other scheduled uses of the facilities.
- i. Cleaning of the facility by DEC staff is included in the Event Fee. Cleaning consists of sweeping and mopping of floors; cleaning and servicing rest rooms; and, cleaning of other surfaces as needed.

- j. Cleaning does not include removal of food, trash, debris, or discarded items left by the Applicant. Any unwanted materials or items resulting from the Event must be placed in the DEC dumpster or taken away by the Applicant.
- k. Failure to leave the facility in the agreed-upon condition may result in loss of Applicant's deposit. Loss of deposit does not represent Liquidated Damages and Applicant remains financially responsible for any damage or loss to DEC property.
- l. Only the facilities and equipment specified on the approved Reservation and Set-up Form may be used and only during the time interval(s) stated thereon. Other facilities, equipment, and supplies not specified on the approved Reservation and Set-up Form are to be considered unavailable for use by Applicant.
- m. The FLC sound system may be used if reserved. DEC staff shall provide the Applicant with instructions for use and adjustment of the equipment. Operation of the Sanctuary sound system is reserved to DEC Staff only.
- n. Floral, Catering, and other Service Companies working on behalf of Applicant must provide Applicant with a Certificate of Liability Insurance which Applicant shall provide to DEC not less than one week prior to the Event.
- o. DEC shall return Deposit to Applicant within one week of the Event providing that Applicant's responsibilities under this Agreement were acceptably fulfilled.
- p. Applicant shall be responsible for the conduct of Applicant's Contractors, Suppliers, and Participants.

IV. Binding Agreement

By signature on the Reservation and Set-up Form, Applicant agrees to be bound by the terms and conditions of this Policy.