



Use Policies

General

- All persons using the facilities shall adhere to our policy of no smoking in the buildings and alcoholic beverages, drugs, or gambling are prohibited everywhere on the premises.
- Groups using the facilities (unless otherwise arranged) shall pay for a representative of the church to open the facility, be present during the activity, and close the church. Access is to be arranged through the church office.
- Groups using the facilities are responsible for cleanup and restoring all furniture to its original position. Trash receptacles shall be emptied into the dumpster outside at the conclusion of your activities. Failure to clean up will require a cleaning charge for custodial services. Any damage must be reported to the church office immediately.
- Do not touch the security, fire detectors, or heating and air conditioning thermostats unless you have received separate instructions and authorization to do so. Contact the church office if changes are required. The audiovisual equipment must be operated by one of our Media Technicians and they will be compensated separately for their work.
- Nails, staples, tapes, or other fasteners shall not be used on any walls, ceilings, or floors. Any decoration must be approved and shall not be attached in a manner that will leave any damage. They must be removed at the completion of the activity.
- No rice, confetti, or bird seed may be thrown inside or around the church grounds. Only dripless candles or votive cups may be used.
- Groups shall provide appropriate supervision and task direction to minors in its group regarding the proper use of church facilities and shall treat the property with respect, responsibility, and love.
- Groups shall not advertise the event in such a way as to imply endorsement by Valley Harvest. No activities or advocacy may take place within the buildings or grounds that conflicts with the bylaws and the practices of Valley Harvest and the denomination.
- Valley Harvest Church does not accept liability or responsibility for personal injury, disability, or property losses incurred during the use of church facilities. Users shall provide sufficient liability insurance coverage to fully protect itself from any liability that may arise and shall assume full liability for injuries occurring to any persons who are on the property as a result of the user's activities. The signatory and or organization agrees to indemnify and hold harmless Valley Harvest Church, its trustees, and any representatives of the church.
- **Kitchen**
- Kitchen must be left as found.
- Any non-church group must supply its own paper products, supplies, and food (unless otherwise arranged).
- All kitchen utensils that are used must be washed in hot soapy water and rinsed in a solution of one (1) part Clorox to ten (10) parts water. All utensils must be dried thoroughly and put back in place.
- All trash must be disposed of properly and placed in the dumpster behind the building.
- The kitchen floor must be swept and wet mopped.



Facilities Reservation Request

Only fully completed forms will be considered for approval. Requests will not be considered until the proper documentation has been completed and deposit (if required) paid. Requests are not considered approved until they have been acknowledged and accepted by the church office.

Person, Group, or Organization Name:

Responsible Person (*must be at least 21 years of age and on-site the entire time of the event*): _____

Address: _____

City: _____ State: _____ Zip code: _____

Phone () _____ Fax () _____

Email Address: _____

Event Purpose: _____

Date(s) Requested: _____

Time of Event: _____ to _____

Setup Time Required: _____

Estimated Number of Attendees: _____

Is this a Recurring Event: • Yes • No

Will Food or Drink be Consumed: • Yes • No

Special Needs or Request: _____

Room(s) Requested: • Worship Center • Children's Center • Youth Center
• Faith Hall • Kitchen • Classroom(s) • Courtyard

Setup Instructions or Attach Diagram: _____

Equipment Requested: • Audiovisual Equipment* • TV/VCR

• Tables: _____ • Chairs: _____ • Overhead Projector

* Media Technician required.

Agreement & Acceptance of Responsibility

User has read and understands the **Guidelines for Use of Church Facilities** and agrees to adhere to the procedural policies and fees outlined therein. User further agrees to be responsible for the proper care of Life Change Church facilities, and agrees to pay any damages caused by or as a result of its use of the facilities.

User agrees that during its use of the facilities, user will release, discharge, and covenant not to sue the church or its administrators, directors, agents, officers, members, volunteers, and employees from any and all liability, claims, demands, losses, or damages arising out of its use of the property. If any member, guest, invitee, or participant of user’s event makes any claim against the church or its administrators, directors, agents, officers, members, volunteers, or employees in connection with its use of the property, user will indemnify, defend, and hold the church and its administrators, directors, agents, officers, members, volunteers, and employees harmless from any and all litigation expenses, attorney fees, losses, liability, damages, and costs arising out of such claim.

User further represents that it carries standard general liability insurance coverage with a minimum of \$500,000 per occurrence. Upon request, user will provide the church with proof of liability insurance, and if requested, will add the church as an additional insured under its general liability policy.

Signatory _____ Date _____

Print Name: _____

Title: _____

Office Use Only

Request Received: _____ · Approved · Denied

Deposit Received: _____ Amount: _____

Fee Received: _____ Amount: _____

Proof of Insurance Received: _____

Copies to: · Facilities Director · Media Technician · Officiating Pastor

Key Checked Out: · Date Out: _____ Date In: _____

Inspection Report: _____

Deposit Returned: _____ Amount: _____