



Building Use Policy & Procedure

Building Use Policy & Procedure

We are thankful for the blessing God has given us of our church buildings and desire to use the buildings to bring glory to the name of Jesus Christ – through our own ministries and also through other appropriate uses.

While church activities take a have priority when reserving equipment or space, we are happy to consider your request to use our facilities.

Reservations for use must be made through the church office. The reservation process is as follows:

1. Submit a calendar request 1-6 weeks prior to your event. (Events cannot be reserved more than 6 weeks in advance without special elder approval.)
2. Indicate which area is to be used and what arrangements in the room need to be made. This could include tables and chairs. If the gym is requested, this could include backboards up/down, volleyball nets...
3. Pay any fees associated with use at the time the request for use is submitted.
4. Liability:
 - a. Organizations: Provide proof of liability insurance.
 - b. Individuals: Sign a waiver releasing VBC from any responsibility related to injuries sustained in our facility or on our grounds.
5. Agree to abide by all policies of our facility.
6. Reservation approval and confirmation will be provided within one week of request.

We look forward to the possibility of partnering with you for your upcoming event.

Building Use Policy

When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- No other room except the one(s) reserved may be used.
- Children must not be left unattended in the building and must be directly supervised by an adult at all times.
- Guests attending your meeting or activity must not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is my responsibility of the guest to set-up and put away equipment, tables and chairs, empty trash and recycling cans to the appropriate outside dumpster, replace trash bags, and general house cleaning.
- All decorations and signage used for your meeting or activity must be approved by Village Bible Church at least one week before your event date. The following materials may not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- The room requested may not have regular ministry materials, furniture, or equipment removed.
- All functions will be finished by 10:30 pm.
- Instruments or stage areas may not be used.
- Special arrangements can be made for the use of the scoreboard, volleyball and/or basketball equipment.
- No liquor or any alcoholic beverages shall be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed, the entire building is a smoke-free environment. Smoking is allowed outside beyond 10 feet of the exits assuming waste is not left outside.
- Organizations requesting use will provide a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, reserving guest agrees to indemnify or reimburse Village Bible Church for the cost of repairs or replacement.
- Guests agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. Guests also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.
- If you are selling food for your event, we ask that you refrain from selling soda and bottled water as we sell these in our pop machine at the gym entrance as a fundraiser.

Building Fee

	Member	Non-Member
Gym – athletic use	None	\$50 per hour
Gym & Kitchen – party/reception	None	\$300 per event
Foyer & Kitchen – party/reception	None	\$200 per event
Meeting Rooms (individually)	None	\$30 per event
Worship Center ^{AV}	None	\$50 per hour
After hours unlock / lock fee	\$15 per event	\$15 per event
Audio Visual basic setup fee for gym ^{AV1}	\$20 per event	\$20 per event
Audio Visual setup and technician ^{AV2} (required if using Worship Center)	\$20 per hour	\$20 per hour
Event Coordinator ^{EC} (required for groups of 40 or more)	\$15 per hour	\$15 per hour
Event Setup (tables & chairs) ^{ES}	available	available
Use of scoreboard or sports equipment ^{SE}	available	available
Catering Services ^{CS}	available	available

Utility/Custodial Fee

The following fees are in addition to those listed above and apply to all areas and all events:

	Member	Non-Member
Utility/Custodial Fee ^{CF}		
Meeting Rooms (1-3)	\$10 per 3 hours	\$10 per hour
Meeting Rooms (more than 3)	\$25 per 3 hours	\$25 per hour
Foyer or ABF room	\$20 per 3 hours	\$20 per hour
Gym (athletic use) or Worship Center	\$25 per 3 hours	\$25 per hour
Gym & Kitchen (banquet use)	\$75 per 3 hours	\$75 per hour
Security Deposit ^{SD}		
1-3 rooms	None	\$100
More than 3 rooms	None	\$200

Building Fees Explained

- **Member Use** is defined as a no-fee event that is reserved by and for a VBC member.
- **Non-Member Use** is defined as either: 1) a *fee-based event reserved by a member*, or 2) an event (fee or no-fee) reserved by a non-member.
- CF Custodial Fee assume that you will pick up your rooms and return them to their original configuration and empty trash cans in rooms to appropriate trash or recycling dumpster and replace trash bags. An additional one hour custodial fee will be charged if this is not done.
- SD Security Deposit will be refunded after all rooms and equipment are inspected and no damage has occurred.
- AV1 Audio Visual gym basic setup fee: provides one wireless handheld microphone for event.
- AV2 Audio Visual setup and technician: provides a/v setup and an onsite a/v technician for your event. This is required for any a/v usage in the Worship Center and for any needs beyond the basic a/v usage in the gym (see ^{AV1}).
- EC Event Coordinator EC: An event coordinator is required for groups of 40 or more. The event coordinator will answer questions and give instruction on where items are (tables, chairs), how to set them up, how to put them away, and will lock and provide access to areas of the church being used for your event. While it may seem like you don't need this person, from experience and for a variety of reasons we have found that this is a necessary requirement for both the interests of our church and to make your use of our facilities as smooth of a process as possible. *If you have a group smaller than 40 people but would still like assistance during your setup, a \$20 one-hour event coordinator service is available.*
- SE Special arrangements can be made for the use of the scoreboard, volleyball and/or basketball equipment.
- CS Catering Services: If you would like to have your event catered, we have a variety of options available to you. Please inquire of your specific needs.

Facilities Rental Agreement

Requested By: _____ Date: _____
Use Date: _____ # People: _____
Use Time: _____
Type of Use: _____
Requested Rooms: _____

Specific Room Setup (additional charges may apply):

- Classroom style chairs Round tables / chairs
 Other: _____

I, the undersigned, agree to rent the above listed area(s) under the attached terms and conditions. I have been informed of the total costs, and agree to waive the refund of the security deposit if the rented area or equipment is damaged in any way. I agree to pay any additional costs associated with damages/loss that occurs as a result of our rental. I also agree that Village Bible Church will not be held responsible for any personal injury, theft, or damage to personal property of those renting the facility.

- I understand, and agree to, the guidelines set by Village Bible Church for the use of its facilities. I have signed the reverse side of this agreement.
 Organization use: Certificate of insurance is attached.

Signed: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____

FEES:

Security Deposit: _____ Payment Received: _____
Rental Fee: _____ Type of Payment: _____
Utility/Custodial Fee: _____ Date of Approval: _____
Unlock/Lock Fee: _____ Approved by: _____

Security deposit refunded on _____ in the amount of _____ check # _____

Building Use Policy

When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- I recognize that Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- I will not use other rooms except the one(s) reserved.
- Children will not be left unattended in the building and will be directly supervised by an adult at all times.
- Guests attending my activity will not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is my responsibility to set-up and put away equipment, tables and chairs, empty trash and recycling cans to the appropriate outside dumpster, replace trash bags, and general house cleaning.
- All decorations and signage used for my meeting or activity will be approved by Village Bible Church at least one week before my event date. The following materials will not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- I understand that the room requested may not have regular ministry materials, furniture, or equipment removed.
- Instruments will not be used.
- No liquor or any alcoholic beverages will be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed, the entire building is a smoke-free environment. Smoking is allowed outside beyond 10 feet of the exits assuming waste is not left outside.
- Organizations: I have provided a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, I agree to indemnify or reimburse Village Bible Church for the cost of repairs or replacement.
- I agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. I also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.
- If I sell food for my event, I will refrain from selling soda and bottled water so that the church can sell those items via the vending machine.

Your signature below confirms that you understand, and agree to, the above guidelines set by Village Bible Church for the use of its facilities.

Print Name

Sign Name

Date