

# Lockwood Community Church

## Usage Rules For everyone who uses the building

### Scheduling

All building use must be scheduled and approved in advance. Church events take priority, and in rare cases, we may need to reschedule. An event is confirmed once it's on the church calendar, the usage agreement is signed, and any fees are paid. Scheduling does not guarantee facility availability in the event of weather-related or safety-related closures.

### Activities & Conduct

- No smoking, alcohol, or illegal drugs on church property
- No red-dye beverages, as they stain easily
- Keep music and media family-friendly
- No unlawful activity is permitted

### Decorations

To protect our building and furnishings, please follow these simple guidelines:

- Do not attach anything to walls, ceilings, carpets, tables, chairs, or the platform. This includes tape, adhesives, staples, thumbtacks, or pins.
- Only **dripless candles** are allowed, and they must be enclosed in glass containers that extend above the flame.

### Set-up / Clean-up

#### Auditorium

If you need tables/chairs set up in the auditorium, a trained church volunteer must do it for you. Cost: **\$25/hour**.

- A detailed layout must be submitted **at least 10 days in advance**.
- Please do **not** move furniture or equipment in the auditorium yourself.

#### Pavilion

- You're welcome to arrange furniture however you'd like in the pavilion.
- After your event, return folding tables and chairs to the garage.
- Wooden picnic tables may stay in place.

#### Lobby, Basement Fellowship Area, and Youth Barn

- You may rearrange tables and chairs in these areas **if your layout is approved ahead of time**.
- If you anticipate needing **extra tables or chairs**, let us know in advance and we'll set them out for you.
- Please return all furniture to its original layout after your event.

#### General Clean-Up

To avoid a cleaning fee, please ensure the following:

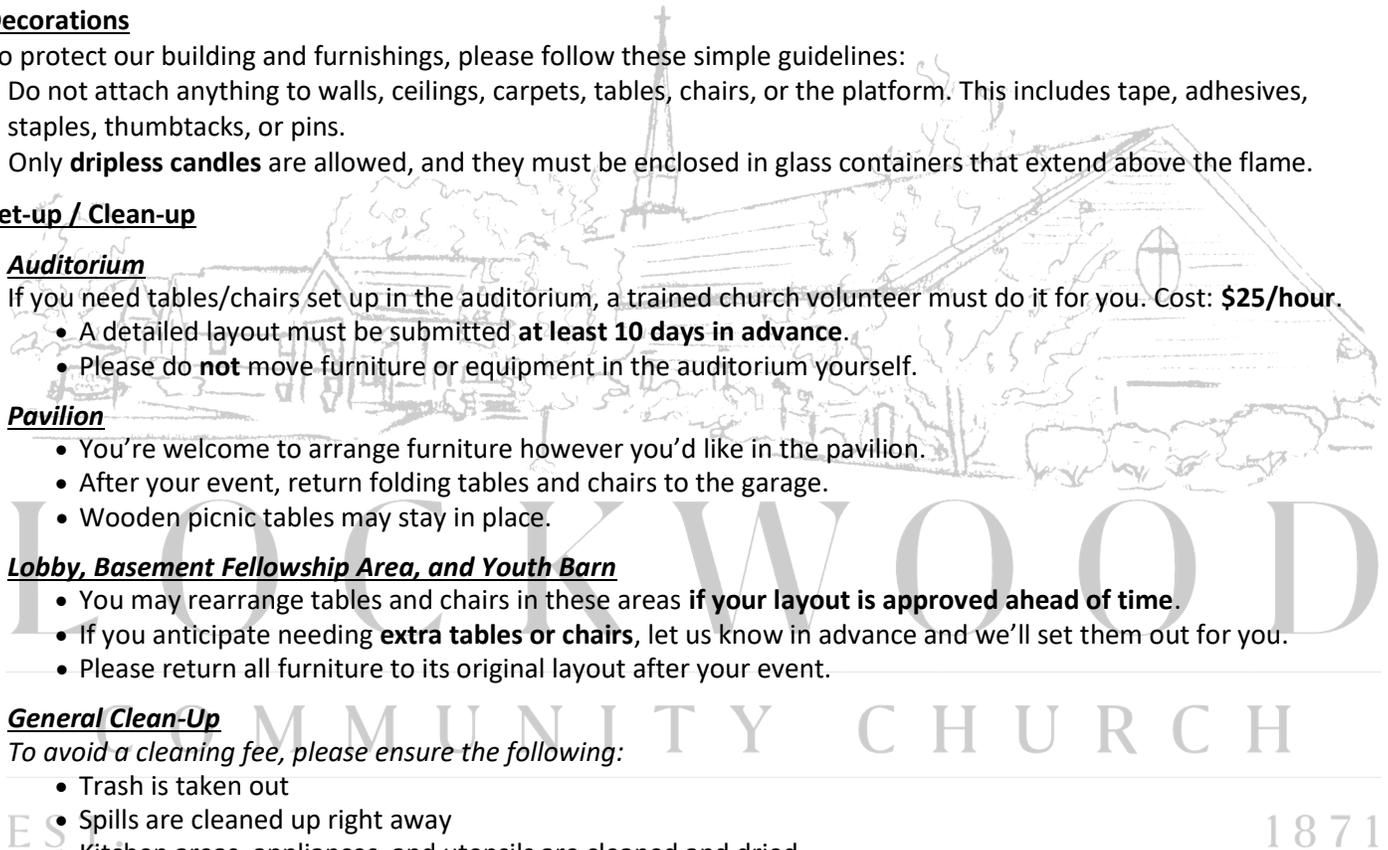
- Trash is taken out
- Spills are cleaned up right away
- Kitchen areas, appliances, and utensils are cleaned and dried
- All personal items are removed from the building

*A \$25/hour cleaning charge will be deducted from your deposit if clean-up is not completed.*

### Sound & Media Equipment

- **In the Auditorium:** If you plan to use microphones, play music or videos, show slides, or use any sound or video equipment, you'll need to hire a trained LCC sound operator. (You need to provide your own playlists, etc.)
- **In other spaces:** You're welcome to bring your own equipment, or you can request an LCC-trained sound person to operate our equipment (if available).

Please let us know your sound/media needs **at least 10 days before** your event so we can make the necessary arrangements.



## **Weather & Snow Removal Policy**

The Church does not provide snow plowing, salting, sanding, or ice removal for private events. By using the facilities during winter weather conditions, renters and their guests acknowledge and assume all risks associated with snow, ice, freezing temperatures, and related hazardous conditions. The Church shall not be responsible or liable for any injury, loss, or damage resulting from slips, falls, or other weather-related hazards occurring on Church property.

## **Cancellation Policy**

### **1. By the Church:**

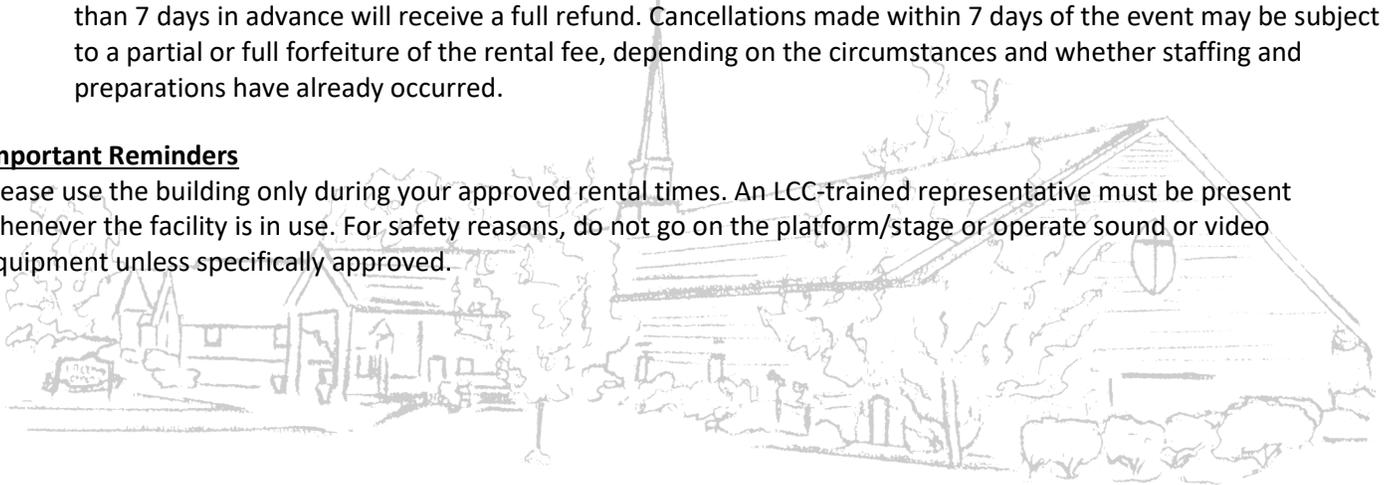
The church reserves the right to cancel or reschedule an event at any time due to unforeseen circumstances or safety concerns, including but not limited to emergencies or the unavailability of required personnel (many of whom are volunteers). In such cases, all church facility usage fees paid will be refunded in full, or the event may be rescheduled if mutually agreeable.

### **2. By the Renter:**

If you need to cancel your event, please notify the church office as soon as possible. Cancellations made more than 7 days in advance will receive a full refund. Cancellations made within 7 days of the event may be subject to a partial or full forfeiture of the rental fee, depending on the circumstances and whether staffing and preparations have already occurred.

## **Important Reminders**

Please use the building only during your approved rental times. An LCC-trained representative must be present whenever the facility is in use. For safety reasons, do not go on the platform/stage or operate sound or video equipment unless specifically approved.



# LOCKWOOD

## COMMUNITY CHURCH

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# Lockwood Community Church

## Facilities Usage Agreement

**For non-members or guests who are not regularly involved at Lockwood Community Church.**

Responsibility (initial to indicate you have read and understand each requirement below)

<input type="checkbox"/>	Applicant agrees to conduct a visual inspection of the premises, including entrances, exits, parking areas, and walkways, prior to each use and warrants that the premises will be used only if they are in a safe condition.
<input type="checkbox"/>	Applicant will be responsible for repair/replacement costs for any damage or breakage in or around the Church premises.
<input type="checkbox"/>	Applicant agrees to abide by all Facility Usage Rules that are attached to this agreement.
<input type="checkbox"/>	Applicant agrees to ensure that the above regulations are followed and are made known to all participants of the event.
<input type="checkbox"/>	The Church shall not be responsible for lost or stolen items or personal injury.
<input type="checkbox"/>	Applicant agrees to indemnify, hold harmless, and defend Lockwood Community Church (including agents, employees, and representatives) from any bodily injury, personal injury, emotional injury, or property damage which may result from any person using Lockwood Community Church and its surrounding property.
<input type="checkbox"/>	Applicant acknowledges and agrees to the Weather & Snow Removal Policy, including that the church does not provide snow or ice removal for private events.

This agreement is between Lockwood Community Church and

Name \_\_\_\_\_

Phone number \_\_\_\_\_

Address \_\_\_\_\_

Event \_\_\_\_\_

Space requested \_\_\_\_\_

(Auditorium, middle basement, youth barn, pavilion)

Date of Event \_\_\_\_\_

From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

(include time for set-up and clean-up)

Fees \_\_\_\_\_

(List purpose and amount. Make check payable to 'Lockwood Community Church.')

Amount \$ \_\_\_\_\_

Date paid \_\_\_\_\_

Method of Payment \_\_\_\_\_

### Rental Fees – Non-Attendees

A final cleanup charge of \$25/hour will be assessed and deducted from the deposit if cleanup responsibilities are not fulfilled.

**'07 Building** - Auditorium, restrooms, main lobby, nursery, and kitchen.

For weddings, **up to two hours the night before** for rehearsal are included. Rental includes **up to 6 hours** on the day of the event (including setup and cleanup). **Additional time** may be requested in advance at \$50/hour.

**Fee:** \$500 with auditorium or \$300 without auditorium (and a \$250/\$100 pro-rated refundable deposit).

**Optional Custodial Setup** (auditorium): \$25/hour

**Optional Extra Room** (e.g., second dressing area in addition to nursery): \$25 flat fee – available only by request, subject to availability. (Note: These rooms are not set up specifically for bridal parties and may not include mirrors or amenities.)

**Middle Basement Fellowship Area** - Adjacent restroom and kitchen included.

Fee: \$200 (and a \$100 pro-rated refundable deposit).

**Youth Barn or Pavilion w/usage of Youth Barn kitchen/bathroom (circle one)**

Fee: \$100 (and a \$50 pro-rated refundable deposit).

**Additional Hourly Fee:** In addition to the base fee, \$20/hour will be charged for personnel (must be present whenever the building is occupied).

**LCC-Trained Sound Equipment Operator** (Required if using a microphone, speakers, music, video, or projection.)

Fee: \$50 for the 1<sup>st</sup> hour, \$25 for any additional hour (in addition to the rental fee).

Signature: \_\_\_\_\_ Date \_\_\_\_\_