

Vineyard of Harvest

POLICY AND REGULATIONS FOR USE OF CHURCH FACILITIES

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Facility Use Application Process

VOH recognizes that providing its physical facilities in support of other organizations and programs designed to serve the community can increase its outreach and ministry. At the same time, it is necessary that such use of facilities and equipment must be controlled in the best interests of the church. The intent of this statement is to establish consistent requirements for church members and non-church member/group use of our church facilities.

I. Process

Please read this material carefully and be sure you understand all terms and conditions. The facility use application process is as follows:

1. Pick up a copy of all required forms and instructions
2. Fill out application, including sketch of table and chair set-up and return to the Church Secretary, at which time the following will occur:
 - a) The reservation date(s) will be verified.
 - b) Building and Facility Policy and regulations will be reviewed with the applicant.
 - c) Church members/groups are not charged for room rental.
 - d) Total fees and cleaning deposits will be determined (50% deposit will be required at the time of application, paid to Church Secretary). No reservations will be held more than 48 hours without the deposit being paid.
 - e) Total amount will be due before use, and shall be paid to Church Secretary.
3. All required application forms must be completed and approved by the church office manager.
4. Groups, which use the facilities on a year-round basis, must renew their application every first month of the year.

II. Cancellations

Any group finding it necessary to cancel its reservation should do so as soon as possible so the building can be made available to other groups. If party does not appear as planned and no cancellation of the agreement has been made 24 hours beforehand, the party will be still be held liable for the total amount of deposit that was originally made in the agreement, unless there are special mitigating circumstances.

Policies and Regulations for Using Church Facilities

1. The using group must be a nonprofit organization whose belief is not in conflict with the Christian faith and its purposes and activities contribute to the welfare of the community.
2. The objectives of the using group and its activities on church property must not be in conflict with the mission of Vineyard of Harvest.
3. The governing body of vineyard of Harvest reserves the right to accept or deny requests for use of church facilities and no cancel or modify established agreements in the church's best interests regarding:
4. Groups must enter and leave the facility within the time frame of the agreement. This includes set-up and clean up. Failure to remove equipment or belongings will be assessed extra charges. Use of the facility before or after the agreed upon time frame is grounds for forfeiture of deposit or an increase in the rental fee.
5. Events will be concluded and the building closed by 10:00pm, unless specific arrangements have been made.
6. When minors use the facility, the group must at all time be under the direction of its own adult leadership. There must be at least one adult for each twenty (20) minors in attendance.
7. **SMOKING IS NOT ALLOWED** in any church facility, and is discouraged on the entire church grounds.
8. The possession or consumption of any form of alcoholic beverage or illegal drugs is not permitted anywhere on church property.
9. The use of candles or open flames is prohibited. Ceremonial use of candles may be permitted on occasion, with specific written approval.
10. Facility users are welcome to use the chairs and tables placed in each of the rooms in the building; however, furniture may be moved out of its assigned room or brought outside. All furniture made dirty by the renter must be cleaned at the end of the function. The church does not rent equipment such as TV's , projectors, VCR's, or musical and audio equipment.
11. Any request for exceptions to rules or service charges for use of the facility must be presented in writing no later than thirty (30) days prior to the date of the function. Building and Facilities Committee will make exceptions based only on extreme hardships.
12. Decorating the church facilities using cellophane adhesives, nails, screws, staples, etc., in walls or woodwork, is prohibited. **AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.** Contact Building and Facilities Committee if you have any questions regarding decorating of facilities.
13. No advertising shall be exhibited, and no solicitations or sales be made on the grounds without written approval of the church office manager.
14. Under extreme or emergency circumstances the church reserves the right to cancel reservations within a reasonable time prior to any scheduled event.
15. The person obtaining the facility use permit shall be responsible for the general conduct of the activity and the enforcement of the rules and regulations governing the use of the facility.
16. Any Building and Facilities Committee member(s) has the authority to disperse any group for failure to comply with these policies. The group will forfeit all fees paid including any rental/cleaning deposits.
17. No animals of any kind (excluding seeing eye dogs) are permitted within the church facilities without special approval by the Building and Facilities Committee.

Policies and Regulations For Using Church Facilities

- 18. Use of church facilities is based on the church’s schedule, and cost is based on total time of use, including rehearsals, clean up, decorating, etc.
- 19. Any organization and/or its responsible person are responsible for shutting off the use facility lights and heat/air conditioning.
- 20. The individual or groups granted use of the church facilities shall be held responsible for reimbursing the church for any loss or damage to church-owned property caused by such use.
- 21. The organization agrees to indemnify and hold the church and its property free and harmless from any and all liability for injury to or death of any person, including the organization’s members and employees, or for damage to property arising from the organization’s use and occupancy of the church premises, or from the act or omission of any person or persons, including the organization’s members and employees, in or about the church premises with the express or implied consent of the organization.
- 22. Church facility shall not be re-rented by the using group or person.
- 23. No wheeled vehicles of any kind (excluding wheelchairs or other equipment needed for handicaps) are permitted within church grounds.
- 24. Nursery is open only for infants (ages 0-2), the infants’ parents, or other necessary church supervisors.

Specific Sanctuary Usage Policies

- 25. Any request for the use of the sanctuary must include a minimal amount of 250 participants in the activity or event to be approved of usage.
- 26. Any organization that uses the lighting system in the sanctuary must be operated by VOH authority persons and must be paid hourly for service.
- 27. Organization may bring in its own audio/video system to be used in the sanctuary. If group chooses to use VOH audio/video system, VOH authority personnel must operate the system and be paid hourly for service.

I have read, understand, and agree to abide by the above policies. My signature certifies that all information on this application is true. I understand and agree that any misstatements or omission of material fact herein may cause forfeiture of my deposit and/or not being allowed to rent the facility in the future. I have received a duplicate copy of this facility use policy rules.

Signature: _____ Date: _____

Name
(Print): _____

Organization
(Print): _____

Please be aware and responsible for the following:

Applies to both Church and Non – Church member/groups

1. Facilities need to be cleaned after use
2. Turn off lights, air-conditioning, and central heat before leaving facilities
3. Lock all door(s)
4. Return equipment / furniture(s) to original place
5. Reservations are non-transferable
6. Authorized Vineyard of Harvest personnel may enter, inspect, and make modifications to the facility/equipment used at any time if reasonably desired.
7. Any equipment or property damaged that has not been reported before use will be automatically put into most recent user’s responsibility. Replacement/restoration of damaged property will follow without questions.
8. The governing body of Vineyard of Harvest reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church’s best interests.
9. Vineyard of Harvest is not responsible for damage or loss of personal property / failure, or interruption of facility use or injury to persons.
10. Cancellation/changes of reserved dates must be known by authorized personnel 24 hours beforehand; otherwise service fees are non-refundable.

ATTENTION: If for any reason any rules listed above are violated; disciplinary action will follow as dependence on severity and number of occurrence.

Donations, fees, and personnel required for use of facilities
 • **Includes set-up and clean-up time**
 Organizations that are in a church partnership with Vineyard of Harvest are not obligated to give donations unless willingly. Service fees are still mandatory.

Building	1-4 Hrs		Full Day		Decided Donation
	Member	Non-Member	Member	Non-Member	
Sanctuary [500]	\$500.00	\$750.00	\$600.00	\$1000.00	
Chapel(s) [250]	\$350.00	\$500.00	\$490.00	\$720.00	
Children’s Room [50]	\$250.00	\$390.00	\$350.00	\$420.00	
Room(s) Large [50]	\$80.00	\$175.00	\$150.00	\$200.00	
Room(s) Small [50]	\$45.00	\$60.00	\$80.00	\$120.00	

Total: _____ Deposit (50%) _____ Balance: _____

Coordinator’s Signature: _____ Date: _____

Accepted for church: _____ Date: _____