



# Facilities Guidelines & Rates

Thank you for considering The Event Center at Generations Christian Church for your event. We are pleased that you are interested in utilizing space on our campus & within our facility. All events taking place on Generations Christian Church property must be approved, scheduled, and contracted through our Event Center team & church leadership.

All users of the facility are expected to comply with the "Rules of Use" outlined below, established by the leadership team of The Event Center at Generations Christian Church. Violation of any of the rules & policies outlined below may lead to future forfeiture of the right to use the facility.

## Approved Users & Priority of Use

Generations Christian Church leadership & the Event Center team must approve all uses of church facilities. Priority will be given to official and recorded church members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the church.

**The facilities and equipment will be made available to rent to any non-members or outside groups meeting that meet the following qualifications:**

1. Groups or persons requesting facility use must affirm that their beliefs and practices and planned uses of the facilities are consistent with the church's faith and practice. Groups or persons using our facilities understand that the church does not allow its buildings to be used in a way that contradicts its faith, or by persons or groups holding beliefs that contradict the church's faith.
2. The group or person seeking facility use must submit a signed Facility Use Agreement form or Turf Field Rental Agreement as applicable.

All of Generation Christian Church's facilities were built as a support for the many ministries of Generations Christian Church property. All ministry or church events will take priority over other events in terms of scheduling and may from time to time require readjustment in the schedule of external parties who request to use the facility. Every effort will be made to ensure that this does not occur, but in those cases where conflicts arise, the church events will take priority.

## Rules of Use

The following Rules of Use are binding for all groups or individuals wanting to use the facility at Generations Christian Church for whatever reason, including church-sponsored events and other activities.

### Parking

All parking must be done within our designated parking lots. Do not park under any covered drop off areas or in marked fire lanes. Cars parked in those areas are subject to towing at the owner's expense. Use of our loading dock platform is authorized by Facilities Management & our facilities team.



## **Drop Off/Pick Up**

Due to the Generations Christian Church campus being the home of Generations Christian Academy, any plans for any coordinated drop off and pick up of equipment/staff/attendees, etc. before or after your event must be approved by the church office & leadership team.

Once written approval has been obtained,, our team will provide you a pick up and drop off route that will not interfere with any schools, programs, or groups on campus.

## **Trinity Commons Coffee**

Generations Christian Church is excited and proud to be the home of Trinity Commons Coffee, located in the main lobby of the church.

The current hours of the coffee shop are Monday to Friday (7 AM to 8 PM), Saturday (7 AM to 2 PM), and Sunday (7 AM to 1 PM). These hours may be adjusted for an event rental pending size of event, staffing availability and supervisor approval. If you are renting space in the Lobby or Auditorium, your event must be respectful of the patrons and employees of Trinity Commons Coffee, and may not interfere with business.

This includes keeping entrances clear for all coffee shop patrons, keeping a respectful noise level in the lobby, and keeping all coffee shop furniture in place. If at any time an employee of Trinity Commons Coffee or Generations Christian Church deems that your event is prohibiting the coffee shop from conducting business, we may ask you to adjust your event plans.

If you would like Trinity Commons Coffee to remain open before or after their normal operating hours, this request can be made through The Event Center at The Commons, LLC team via email at [events@tctrinity.com](mailto:events@tctrinity.com) and will be approved based on availability. We are pleased and excited to have this available to your guests during business hours and encourage you to share this perk with your guests!

## **Smoking**

**There is no smoking permitted in any building on campus at any time.** Smoking will only be permitted in open areas away from entrances and butts must be disposed of properly and not on the grounds.

The use of electronic smoking devices (also known as electronic cigarettes or "e-cigarettes") is prohibited in any space on any portion of the Generations Christian Church property where the smoking of tobacco products is prohibited by law.

## **Alcoholic Beverages**

All alcoholic beverages are strictly prohibited anywhere on the premises, including outside the buildings on property or in any of the parking lots. Any individuals or groups violating this rule will automatically forfeit all future privileges.

## **Certificate of Liability / Liability Insurance**

Every organization or group using our facility for any event exceeding 100 attendees must have a designated representative provide a certificate of liability or sign a liability waiver for our files.



## **Air Conditioning and Heating**

Thermostats and humidistats may not be adjusted by anyone besides members of the facilities team of Generations Christian Church. Adjustment of the thermostats or humidistats without permission may result in additional costs/fees at your expense. Outside doors or windows may not be propped open.

## **Food and Beverage**

Written approval by leadership is required if you are planning on bringing in/serving any food or drink at your function. No beverages containing orange, red or purple coloring may be served, as these stains cannot be removed from carpet. No food or beverages are allowed in the Worship Center / Auditorium (A-101) at any time. All spills and stains must be reported.

## **Decorations and Set Up**

All renters or individuals/groups seeking to bring in or put up any decor must agree to the following:

- Please take into account any time needed for your set up and clean up when scheduling your event. Set up time will not automatically be included. Decoration materials must be safe and non-flammable. Any external signage to be placed around our campus, for your function, must be approved.
- To prevent damage to our walls and doors, you may only use Tac 'N Stik reusable adhesive or painters' masking tape. NO duct tape or scotch tape is allowed. Small items such as glitter and confetti are not allowed, due to difficulty in cleaning up.
- You are expected to provide needed supplies and are not authorized to use any items stored in rooms. All decorations and signage must be removed at the end of your function.
- Arrival times for set up must be approved by the church office and included in your rental hours. If you arrive before the time designated in your contract, you may be asked to leave, or pay additional fees.
- The church will extend the rental of our own décor including tables, tablecloths, chairs, pipe and drape, photo backgrounds, etc. when possible. (See pricing chart on page 7)
- Use of church property for your event is subject to availability and may result in additional rental fees. These requests must be made to the Event Center team at least 3 weeks prior to your event. Individuals/groups must assume all liability if church property is damaged and will be charged accordingly.
- Any decorations or set up must happen the day of your event and cannot be left overnight without prior approval. Permission to do so is subject to availability and may result in additional rental fees. Generations Christian Church and the Event Center team are not responsible for any theft or damage of items left overnight without prior approval.

## **Maintenance**

All rented space(s) are expected to be left in the same condition they were found in, including configuration of furniture as it was upon arrival. Damage of any kind to the facility, furniture, equipment, lighting, etc. must be reported to the Facilities Manager or to a facilities team member immediately. Unreported damage may result in forfeiture of facility usage in the future. Any substantial damages to the facility will be billed at the cost of necessary repairs.



## **Safety and Security**

Only room(s) specifically assigned for the time scheduled will be used. The church office must approve any room changes. Anyone in other areas of the church campus without permission will immediately be asked to leave the premises. Unsafe conditions must be reported immediately in writing to the Facilities Director. Groups will respect facilities by insisting on appropriate behavior by everyone in your group.

You will receive a copy of our Emergency Evacuation Plan. All accidents and injuries must be immediately reported to a church staff liaison and in writing to the Event Center team within 24 hours. Security officers are available for hire for \$60/HR (per officer) for your event - provided a minimum of 30 days notice and availability.

**For attendees over 250, it is required to incur a fee of \$60/HR (per officer) for a minimum of 1 officer for the duration of the event.**

## **Children**

Minors must be supervised at all times. Children under the age of 12 are not allowed in rooms alone, and must be accompanied by a pre-approved adult at all times. All accidents and injuries must be reported in writing to the church staff liaison & an Event Center representative within 24 hours.

In accordance with Generations Christian Church Child Protection Policy, **TWO** adults shall supervise any minors or children in attendance within a room at all times. At least one adult must have a background check, approved by church leadership, and be over the age of 21.

## **Selling Products**

Selling of any products or collections of financial fees for services performed is prohibited unless advance approval is obtained from The Event Center team & church leadership.

## **Service Animals**

With the exception of service animals, as provided by the Americans with Disabilities Act (ADA), pets (domestic animals kept for pleasure or companionship) are prohibited in Generations Christian Church facilities. This Policy applies to all, e.g. employees, visitors, volunteers, students, contract workers and delivery personnel, who enter the facilities and/or properties of The Commons at Trinity.

## **Solicitation of Funds**

Soliciting contributions or donations by any group or individual is prohibited unless advanced approval is obtained from Generations Christian Church leadership.

## **Subletting the Facility**

Any group or organization that sublets our facility to another group or lends their organization's name to other groups so they can use the facility for any reason will automatically forfeit their right to further use. When you sign an agreement with us to rent our facility for your group, it is expected that members of your group will be the primary and majority participants in the function.



## **Payment of Fees & Delayed Payments**

Refundable damage deposit must be received with your completed Rental Agreement form in order for the date, time and room(s) to be added into our internal events calendar. If no damage to our facilities has occurred during post-event inspections/cleaning, your \$75 deposit will be refunded to you (if deposit is made via check, your check will be shredded with your permission) within 5 business days after successful completion of your function.

All base fees and hourly fees are due to The Event Center owned by Generations Christian Church **no later than 5 days prior to the date of your event**. For parties with multiple dates contracted for rental, any outstanding payments or invoices left unpaid will result in cancellation of your event and ultimate forfeiture of any remaining contracted dates on calendar.

Delayed payment for events or an adjusted payment plan for event rental fees will only be allowed with prior approval from the Event Center leadership team and the Generations Christian Church executive leadership.

If payment is not received by 5 PM on the day of your event, you will be subject to a daily late fee - this will be 15% of your rental room fee, for all rooms/spaces reserved by your event. The daily late fee will be applied to the 5 days prior to your event, and every day after the event the balance remains unpaid.

- If your group does not show up nor send notice 24 hours in advance, any and all full staff hourly rate(s) to include security will still be due for payment.

**The Event Center & Generations Christian Church reserves the right to cancel any event due to outstanding balances or unpaid invoices.**

## **Responsibilities and Rights**

The Event Center at The Commons, LLC reserves the right to change this document anytime at its own discretion and retains the right of refusal to any group or organization that demonstrates behavior or values that are inconsistent with our own.

While we want to do everything we can to make sure your time in our facility is successful for you and your group, we are not responsible for injuries or other mishaps that might occur to your guests. We are also not responsible for any theft of or damage to vehicles or other personal property during your time on our property.



## Facility Use Fees

The following usage fees are grouped by packages. The Event Center at Generations Christian Church leadership team will determine whether your rental & the needs of your event fall under a specific package option.

**Base rates are subject for adjustment at GCC's discretion based on individual event needs.**

- Refundable Damage Deposit: \$75
- Overage Fees: 15% of the room rate/hour exceeding contracted rental time slot

Package Number	Room Numbers / Area	Purpose/Function	Seating Capacity	Use Expectations	Room Rate
1	B 102- 119 (regular classroom)	Meeting, class	25	Tables and chairs	\$100 for 1-3 hours   \$125 for 3+ hours
2	B 125 (large classroom)	Meeting, seminar, class	75	Tables and chairs	\$250.00
3	B112	Small auditorium	150-175	Tables and chairs, main house lights on - no tech, no band	\$500.00
4	B112	Small auditorium, one speaker on stage	150-175	Tables/chairs, no band, with tech* - use of LED wall, one microphone, music played through speakers	\$750.00
5	B112	Small auditorium, multiple speakers and/or instruments to be mic'ed up	150-175	Tables/chairs, instruments on stage, with tech* - use of LED wall, microphones (as available), music played through speakers pre/post event	\$1,000.00
6	The Lobby	Meeting or class	350	Tables/chairs, house music, no tech	\$500.00
7	The Lobby	meeting, seminar, class	350	Tables/chairs, house music, one microphone, access to use TV(s)	\$750.00
8	The Lobby	Wedding, reception, dance	350-500	Tables/chairs, house music, microphone, access to use TV(s), lighting setup, outside DJ	\$1,000.00



				setup hookup	
9	Auditorium	Large Meeting, Seminar, class	960	Lights on, no tech, no sound	\$2,000.00
10	Auditorium	Large Meeting, seminar, class, graduation, awards ceremony	960	Lights on, with tech, house music, use of LED wall and up to two microphones	\$2,250.00
11	Auditorium	Theatre Package	960	Full tech: full lighting design, house music, LED wall usage, wireless receivers and packs, speakers	\$2,750.00
12	Auditorium	Concert Package	960	Full tech and assorted instrument microphone and direct boxes as well as projectors on (but not recording)	\$3,000.00
13	Green Room	Meeting, class, backstage prep access	75	tables/chairs, access to one tv	\$275.00
14	Learning Center Cafeteria	Meeting, class, small reception	50-75	tables/chairs, access to warming kitchen	\$350.00
15	Learning Center Outdoor Courtyard	small reception, meeting, party	100-150	tables/chairs	\$250.00
16	Clubhouse Conference Room	Meeting, class, conference	10-30	conference table, white board, tv	\$100.00
17	Clubhouse Main Center Room	Meeting, class, party	30-75	tables/chairs	\$300.00



## Professional Turf Field Rentals & Usage

All field rental requests must be received with a minimum of 24 hours' notice. The Event Center Team will approve all field rental requests based on availability. No field rentals will be accepted without a field rental contract. An email request for renting the field does not constitute a contract.

Full Field (A, B, C)	\$125/HR
Professional Turf Field A	\$75/HR
Professional Turf Field B	\$75/HR
Professional Turf Field C	\$75/HR

All turf field rentals must adhere to following requirements:

- Restroom access is limited to the clubhouse adjacent to the sports field.
- Any external parties not affiliated with your rental party or organization will not be allowed field access for the duration of your rental, unless previously communicated.
- All individuals or members of your rental party will be required to sign & return a waiver of liability or provide a copy of certificate of liability insurance.
- Facilities fees are required for all field rentals at \$30/HR, as a minimum of 1 staff member is required onsite for the duration of your rental.
- Subleasing of the field to other organizations is not allowed.
- Any notices/demands/other communications required or desired with relation to field rental must be done in writing via email to [events@tctrinity.com](mailto:events@tctrinity.com)

## Field Rental Scheduling & Changes

Any group or organization seeking to rent the turf field for multiple dates must provide The Event Center at The Commons, LLC with a written calendar or list of all rental dates requested in advance. The group or organization responsible for the rental must notify The Event Center at The Commons, LLC of any changes to schedules, whether additions or subtractions, within 10 days in advance of each proposed change. All changes to rental dates/schedules for the field must be approved by the Leadership Team at The Event Center at the Commons, LLC.

- If your group does not show up nor send notice 24 hours in advance, any and all full staff hourly rate(s) to include security will still need to be paid.

## Field Closures

The Event Center at the Commons, LLC will notify all groups or organizations renting the field if the field must be closed due to inclement weather or otherwise. To the extent that the closure of the field by The Event Center at The Commons, LLC impacts a group or organization's schedule, games, and events may be rescheduled to another date per all parties' written agreement.



## Field Weather & Safety Policy

To ensure the safety of all participants and the protection of the turf field, the following policies apply during instances of inclement weather:

1. **Weather Monitoring**

Field management will actively monitor weather reports for all scheduled rental dates and weekends.

2. **Field Closure**

Field management reserves the right to determine whether the field must close due to unsafe weather conditions. This determination may be made **up to 30 minutes before the scheduled rental start time. All decisions made by field management to cancel field events or rentals due to unsafe weather conditions are FINAL.**

3. **Lightning & Thunder Safety (30–30 Rule)**

All activities must adhere to the **30–30 Rule** for lightning safety.

- If lightning is observed and thunder is heard within 30 seconds, **all field activity must stop immediately.**
- Activities may only resume **30 minutes after the last visible lightning flash or clap of thunder. Field conditions must also be safe. (Inundation of field)**
- Field management reserves the right to restrict or cancel use based on field conditions, including saturation, standing water, or risk of surface damage, regardless of current weather.

4. **Immediate Suspension of Activity**

If weather conditions become dangerous during a scheduled rental (including lightning, severe storms, or other hazardous conditions), **all activity will stop immediately**, and participants must clear the field. During suspensions, all participants must leave the field and move to safe shelter inside buildings or vehicles. Participants may not remain in open areas.

5. **Rescheduling of Rental Time**

If a rental period must be canceled or stopped early due to unsafe weather conditions, the **unused field rental time will be rescheduled for a future date**, subject to field availability. Rental time continues during weather delays and interruptions unless field management officially cancels the event.

6. **Refund Policy**

Rental time lost due to weather interruptions is not eligible for a refund. Any unused & prepaid rental time remaining can be credited toward the rescheduled rental date.

7. **Safety Compliance**

All renters and participants must comply with field management instructions related to weather delays, suspensions, or closures.

8. **Evacuation Procedures**

During suspensions, all participants must leave the field and move to safe shelter inside buildings or vehicles. Remaining in open areas is not permitted.

## Field Maintenance

The Event Center at the Commons, LLC will maintain a playable surface on the field for practices, games, and applicable events. All individuals, groups, and organizations renting the field will be responsible for properly managing all activities to keep the field safe, clean, and in reasonable condition. This includes:



- Keeping players, parents, students, and coaches off the field in the event of field closure due to weather or other reasons
- Placing all garbage in trash receptacles before leaving the field
- Understanding that any and all augmentation of the turf or to the field itself, including all equipment/goal posts/other structures affiliated with the field, is not allowed unless prior approval is obtained in writing

## Clubhouse & Café Guidelines

The Clubhouse is owned and managed by Generations Christian Church. The café located within the Clubhouse is independently operated by Elite360. All field renters and guests utilizing the Clubhouse—including restrooms and café services—are required to adhere to all café rules and regulations.

**To maintain a safe and respectful environment, the following rules apply to field renters/participants at all times:**

- Sports and the use of sports equipment are not permitted indoors.
- Roughhousing or physical play of any kind is prohibited.
- Furniture must not be moved. Any damaged or broken furniture must be reported immediately; failure to do so may result in charges for repair or replacement.
- All café rules and staff directives must be followed at all times.

## Additional Fees

Additional hourly rates apply if any event or function requires staffing from facilities, tech, or day-of event coordination before/during/after the event. Hourly rates below apply.

**\*PLEASE NOTE: Auditorium (A-101) requires a minimum of 2 staff members (2 tech and 2 facilities staff)**

- Tech Staff: \$50/hour x # of staff members required
- Facilities Staff: \$30/hour x # of staff members required
- Event Coordinator: \$125 for events of 150 attendees or less, \$300 for events over 150 attendees
- Wedding Coordinator: \$300 for weddings over 100, \$125 for weddings under 100 attendees
- Pastoral Fee: \$500

**PLEASE NOTE:** At least 1 member of The Event Center technical team is required to be present at any function using the auditorium's audio & lighting. Requests for Technical Staff must be made at the time you are requesting your event and are subject to availability. The total amount of hours/people needed for technical staff will be at their discretion, based on the needs of your event. An estimate of these hours will be provided to you prior to your event, but are subject to change if deemed necessary by our technical staff.

A representative of The Event Center team and/or a facility staff member is required to be present during all events on our campus to lock/unlock doors, clean, and set up for events. The amount of hours/people needed for facilities staff will be at the discretion of the Facilities Manager. An estimate of these hours will be provided to you prior to your event, but are subject to change if deemed necessary by our Facilities Manager. **At minimum,**



**all events will require staffing for one hour before and after every event.**

**\*For any event with over 100 guests (whether indoor or outdoor), a deep cleaning fee of \$400 will be automatically added.**

- This is in addition to room rental, tech team, field rental, and applicable facilities fees. If deemed necessary by our Facilities Manager, you may be subject to additional cleaning fees for cleaning needs that go above and beyond the normal scope of maintenance.

## **Onsite Security**

All events with over 250 attendees will be required to have onsite security present.

The Event Center at Generations Christian Church will coordinate contract security staff for this service. You must provide a 30 day notice and will be required to pay a 6-hour minimum for each security staff member scheduled.

- Contracted Security: \$60/hour, amount of staff will be determined by the guest count.