

## Facility Usage Policy & Procedures

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### Facility Scheduling

#### *Use / Security and Liability Control*

#### I. Event Scheduling

- New Season Church events take precedence over any and all private or group events. New Season also reserves the right to cancel a scheduled activity 30 days prior to the event for reasons deemed legitimate by the church.
- Events by non-church organizations or church members that are intended to gain profit will be approved at the discretion of the Lead Pastor and/or the Executive Pastor.
- To schedule any facility, the following steps must be followed:
  - a. Complete the reservation form online by going to [newseason.cc/reservations](http://newseason.cc/reservations)
  - b. Request will be reviewed for conflict of scheduling.
  - c. Request will be approved or denied within 5 days after submission and the appropriate parties will be notified by phone or via e-mail of the decision.
  - d. Upon approval, applicants who are members of New Season Church will be asked to place a refundable \$25 deposit for all events, with the exception of weddings (please see *Wedding and Major Event Policy* for further details). For non-member, non-church related events, there will be a \$150 rental fee charged
  - e. Keys to the facilities may be obtained from the church office no more than 2 days prior to the event. They must be returned immediately upon completion of the event. (Exceptions must be approved on date of reservations.) Please deliver the keys to the church office.
  - f. Non-scheduled activities will not be allowed – There will be no exceptions.
  - g. Floral, Catering or Other Companies must present a certificate of liability insurance 10 business days prior to the event. In home caterers will be requested to obtain a temporary policy for the event. (please refer to *Wedding and Major Event Policy*)

#### II. General Guidelines Regarding Facility Usage

- All activities must have an adult present and responsible for supervision of the event. This person must be a contact for the church staff.
- The scheduled activity must be appropriate for the area reserved.
- All facilities are closed except for scheduled events.
- No alcohol products, tobacco products or controlled substances are allowed on church property.

- All facilities must be returned to the original condition in which it was found. If not the responsible party will forfeit the deposit and may forfeit his/her opportunity to utilize any NSC facility in the future.
- If you are not paying for NSC staff to clean up following your event, then you will be expected to have the facility completely cleaned and in order upon completion of the event. Other charges may be applied based on which facility is being requested as reflected in this policy
- Cleaning services are available at \$100
- Please make sure all thermostats are returned to their original settings.
- All trash must be removed from the building and placed in the dumpster behind the building.
- Restrooms must be cleaned and returned to original condition.
- The person(s) deemed as responsible parties for the event are expected to lock all exterior doors, turn off all equipment used to include lights and return the keys as described above.
- Curfew will be 11:00pm, except for church Lock-ins.
- Music should be appropriate in nature and volume.

### III. Procedures Regarding Specific Facilities

- ***Auditorium***
  - a. Existing set up will remain in the auditorium unless a special set up is requested by the user. Special set up requirements will be subject to a \$50 pre-payment for first hour, additional \$20 per hour after. Setup and teardown charge will apply unless agreed upon at the time of reservation.
  - b. Sound System usage is permitted by an AV engineer of the church at a charge of \$50 prepayment for first hour and an additional \$20 per hour thereafter. This fee will be different for weddings (please see *Wedding and Major Event Policy*).
  - c. The stage area can be moved and changed; it will need to be noted on the reservation form. It is vitally important that the stage be set to its original state prior to the next scheduled service. If stage changes have to occur, the sound engineer will be responsible for making certain everything is reconnected and set back. The sound engineer fees will apply.
  - d. Previously stated Rental fees and deposits will apply.
- ***Preschool Area***

- a. Place all tables and chairs in the location in which they were found.
  - b. Turn off any equipment used (including lights).
  - c. Return any equipment to the area which it was brought from.
  - d. Place all toys and or items of use back into its designated place.
  - e. Return Heating and Air System back to original setting.
- **Rooms 101, 102, 103, 105 (Main building classroom spaces)**
    - a. Place all tables and chairs in the location in which they were found.
    - b. Turn off any equipment used (including lights).
    - c. Return any equipment to the area which it was brought from.
    - d. Return Heating and Air System back to original setting.
- **Green Room | Kitchenette**
    - a. All equipment must be returned to the same location and condition in which they were found.
    - b. Users of the kitchenette space must bring their own supplies and disposable cleaning materials.
    - c. All equipment and appliances must be turned off and cleaned before leaving the facility.
    - d. Do not leave perishable or left over foods in the refrigerator.
    - e. Weddings and other major events will adhere to the above policies and will also be subject to a separate *Wedding and Major Event Policy*.
- **Theater Room 100**
    - a. Place all tables and chairs in the original location.
    - b. Turn off all equipment including lights, sound and video.
    - c. Please do not leave perishable or leftover foods.
    - d. Return Heating and Air System back to original setting.
    - e. Special set up requirements will be subject to a \$50 pre-payment for first hour, additional \$20 per hour after. This fee will be accessed for the following needs:
      - Removal of decor from stage area
      - Removal and replacement of tables and chairs by our staff.

- **Grand Foyer | Café | Guest services areas**
  - a. All equipment must be returned to its original location.
  - b. Food service in this facility must be noted at the time of reservation.
  - c. All equipment and appliances must be turned off including lights and TVs.
  - d. Additional fees will be assessed for the following:
    - Use of the sound system is permitted by an AV engineer of the church at a charge of \$20 per hour, with a \$50 prepayment for the first hour.
    - Setup and removal of tables and chairs requires a set up and teardown fee of \$50 pre-payment for first hour, additional \$20 per hour after.
  
- **Playground | Volleyball court | Parking lot**
  - a. New Season Church is not responsible for accidents.
  - b. Parent or guardians are required to be present while children are at play on the playground.
  - c. Trash should be placed in the available receptacle within the playground.
  - d. Playground and volleyball court will only be open during service times unless otherwise reserved.
  
- **Indoor Playground**
  - a. Please see Play Area Policies

#### **IV. Church Equipment**

- a. All equipment borrowed and/or removed from church property must be authorized by a staff member.
- b. Equipment must be picked up during regular office hours.
- c. The *Equipment Reservation Form* must be completed and signed prior to equipment leaving the property.
- d. Date of return must be agreed upon prior to use.
- e. Equipment must be returned in the condition in which it was picked up. The user will be responsible for any damages to the equipment.
- f. New Season will not be responsible for delivery or pick up of any equipment