



# Facility Use Agreement | Veritas Church

## **Rental Philosophy and Purpose**

Veritas Church desires that its facilities be used for the fellowship of the Body of Christ and always to God's glory. With that in mind, we make our facilities available to approved non-member persons.

However, facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs, or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. The church facilities also may not be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The Operations Director, or their official designee, is the final decision-maker on whether a person or group is allowed to use church facilities.

This facility rental policy is necessary for two important reasons. First, the church may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the church's beliefs would be material cooperation with that activity, and would be a grave violation of the church's faith and Biblical practice. See 2 Corinthians 6:14; 1 Thessalonians 5:22.

Second, it is very important to the church that it presents a consistent message to the community, which the church staff and members conscientiously maintain as part of their witness to the Gospel of Jesus Christ. To allow facilities to be used by groups or persons who express beliefs or engage in practices contrary to the church's faith would have a severe negative impact on the message that the church strives to promote. It could also be a source of confusion and scandal to church members and the community because they may reasonably perceive that by allowing use of our facilities, the church is in agreement with the beliefs or practices of the persons or groups using church facilities.

## **Rental Process**

- To reserve a space in the church facility the renting party/organization must submit the Facility Rental Form or Marriage Application.
- The event must then be approved by the Operations Director.
- A response will be given within 15 business days along with the calculated Facility Rental Fee.

- Schedule for requests will follow this priority:
  - Staff
  - Specific Ministries within Church
  - Church Members
  - Regular Attenders
  - Private Gatherings (outside, non-ministry) Personnel and Organizations
- Upon event approval, all communication for rental related questions will be through the Veritas Church Coordinator.
- After the event is approved, the facility will be reserved only after the Facility Rental Fee deposit is received.
- All damages are expected to be paid within a week of being notified of the specific damages.

### **Building Representative**

- A Veritas Church Event Coordinator / Building Representative will be assigned to your event to act as a final liaison between you and Veritas Church.
- The role of a building representative is to unlock and lock the facilities, turn on and off any lights needed in the rental space, and to provide answers to questions concerning facilities and church policies.

### **Fees**

- The total cost for facility rental includes:
  - \$50 per hour of event for the Event Coordinator / Building Representative. The building must be vacated at the time agreed upon in the Facility Rental Form. This will include one additional hour for the building representative to have 30 minutes of opening and 30 minutes of closing procedures before and after the event.
  - Cleaning Fee calculated based on room(s) / area(s) of the building that are used.
  - Church room usage fee based on the area(s) / room(s) used. This fee helps offset utility / operational costs.
  - If the auditorium will be used for the event a technician will be required at a minimum fee of \$100 for four hours plus \$25 for each additional hour.
  - Cafe area usage requires a Cafe staff member to be present. The charge is \$25 for each hour.
  - Pastor fee is \$300.
  - Millage for offsite weddings is .58 per mile.

## Specific policies

### **Scheduling Information**

- Weddings may be requested 1 year in advance, other event dates may be requested no earlier than 4 months in advance.
- Events will not be scheduled on or around holidays.
- Facilities are available between the hours of 9:00 a.m. and 8:00 p.m. Use outside these hours may be approved by the Operations Director.

### **Decorations**

- The party/organization must provide all tools and decoration supplies that are needed to decorate the rental space including tape, scissors, extension cords etc.
- No decorations may be nailed, glued, taped or in any other way attached to walls or fixtures.
- All decorations and personal items must be removed immediately after the event.
- Only candles contained in tall glass vases are permitted anywhere in the building.
- Beside floral arrangements, no water is permitted on the auditorium stage.

### **Building**

- Smoking is not permitted in the church facilities.
- Groups are restricted to only those areas of the facility that the group has reserved.
- We do not permit any changes to the layout of the furniture (table, chairs, couches etc.) in the auditorium, foyer or classrooms without consent by the Event Coordinator/Building Representative or the Operations Director.
- Extra tables and chairs may be available for use. These must be discussed with the Veritas Event Coordinator before use and returned to their original placement, unless arranged otherwise prior to the event.
- The church is not responsible for lost or stolen articles or equipment.
- The renting party/organization is responsible for leaving the parking lot free of litter.
- If using the stage there will be no changes made to the set design or decor of the stage.
- No affixed signs allowed. If staked signs are used outside they need to be removed immediately following the event.
- Abusive or foul language, violent behavior, and drug abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.

**Food**

- No alcoholic beverages are permitted or may be served on the church property.
- The use of our cafe area is only available with Cafe staff present.
- There is no refrigerator space available. You are responsible for bringing your own coolers/ice.
- No supplies may be utilized from cupboards and drawers.
- The coffee machine, coffee grinder and thermoses may not be used.
- All food must be contained in your reserved space and must be disposed of by the renting party/organization upon vacating the building.

**Auditorium (sound/music/lights)**

- Because of the sophistication of the sound system a sound technician will be needed to coordinate events in the auditorium.
- The stage lights are available for use but are not customizable.
- The stage set/backdrop cannot be changed or modified for your event.