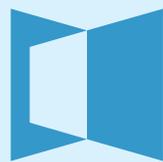


Door Creek Church

# RENTAL POLICY



# THANK YOU

## for your interest in using space at Door Creek Church!

We consider our facility a blessing and are happy to share our space with groups and events that fit the guidelines below.

## LOCATION & HOURS

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### SPRECHER ROAD CAMPUS

6602 Dominion Drive, Madison

### GENERAL RESERVABLE HOURS:

- Mondays, Tuesday & Thursdays: 9 am – 9 pm
- Wednesdays: 9 am – 3 pm
- Saturdays: 8 am – 2 pm
- Fridays & Sundays: not available

## PROCESS

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**If you are interested in requesting space at Door Creek Church, please follow the following steps:**

- Please review this document completely.
- Please complete [DCC Facility Rental Form](#). All requests must be submitted no less than 3 weeks and no more than 3 months in advance.
- All rentals are considered on a case-by-case basis and are subject to availability. All Door Creek Ministry events will be given priority when taking rental requests into consideration.
- Once we receive your request form, we will review it based on our use guidelines (see below) and availability. We might email or call you to clarify the information provided on the request form.
- We will get back to you once we have determined whether we can accommodate your request. We will also iron out any remaining details that may still be needed (e.g., setup, timing, etc.).
- If we are able to accommodate your request, we will email you a confirmation/invoice document when it has been placed on the schedule. This email will include payment instructions, a Facility Use Agreement & Waiver of Liability Form (if needed), and any instructions/expectations for your use of the space.

**\*Requests for facility use for a wedding or funeral follow a different process.** For weddings, please review the information on the [Weddings page](#), and submit a Wedding Application. For funerals, please contact Deb Miller at 608.222.8586 ext. 327 or [dmiller@doorcreekchurch.org](mailto:dmiller@doorcreekchurch.org).

## USE GUIDELINES

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**We cannot accommodate the request if:**

- The purposes of the group/event are contrary to the mission and core [Biblical beliefs of Door Creek Church](#) (however, groups using the building are not required to be Christian organizations).
- The content (e.g., training topics, curriculum, presentation) of the group/event is contrary to the mission and core [Biblical beliefs of Door Creek Church](#).

- The group/event is a political organization, non-profit quasi-political organization, partisan political organization, or a candidate for public office.
- **The group is a for-profit organization.** At this time, Door Creek Church is limiting its rentals to non-profit organizations only due to limited facility staffing. If it changes later, this document will be updated accordingly.
- It is for personal usage by those who **do not** regularly attend Door Creek Church.

#### **OTHER CONSIDERATIONS:**

- Events with attendance of over 50 people - food and snacks are not allowed.
- Events with attendance of under 50 people - food and snacks are allowed in certain areas of the building.
- Children's Ministry area is not available for non-ministry events.
- Church coffee machines are not available for use.
- Non-DCC events may require proof of liability insurance.

#### **GENERAL INSTRUCTIONS FOR ALL EVENTS**

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- Biblical principles and standards of conduct govern the use of church facilities. Activities that conflict with the moral or doctrinal position of the church are not permitted.
- Gambling, illegal substances, alcohol and smoking are prohibited on church premises.
- Accidents affecting persons or property must be reported immediately to the church office within 24 hrs. For emergencies, call 911 immediately.
- Since many different groups use the church facility, please be respectful of other groups that use the building when you are present. Keep conversations at an appropriate volume and ensure that children remain in designated areas.
- Any food brought into the building for ministry or personal use needs to be taken upon departure or thrown away before leaving. Please do not leave leftovers for other ministries or individuals.

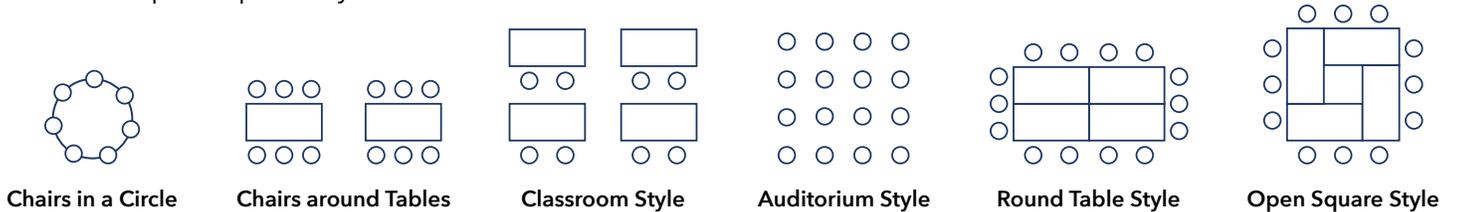
#### **AVAILABLE RESOURCES**

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**When using space at Door Creek Church, the following resources are available upon request and approval:**

- A variety of room sizes, including conference rooms, auditoriums and a gym
- A kitchen is suitable for light food prep and/or catering
- Parking space
- Tech equipment such as microphones, ability to play a DVD and Blu-ray, ability to display a PowerPoint presentation, ability to play music or some other audio, and the ability to connect a personal computer device to our tech resources (note that, depending on the needs, use of tech resources may incur additional cost)
- Rectangular 8-foot-long tables
- 5-foot round tables
- Chairs
- White boards

- A variety of room layout options, availability dependent on rooms. See layout examples below:
  - Chairs in a Circle
  - Chairs around Tables
  - Classroom Style
  - Auditorium Style
  - Round Table Style
  - Open Square Style



## THE FINE PRINT

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- As stated above, we cannot receive the request less than three weeks in advance or more than three months in advance.
- Recurring events can be hard to fit into our full schedule of ministry events, particularly with our desire to maintain flexibility for other requests. You are welcome to request recurring use of space(s), but please be aware that it may be difficult to accommodate and, if we can accommodate it, will likely require flexibility on your part.
- We reserve the right to alter all reservations. If this situation were to occur, we would communicate with you as soon as possible to allow you time to make alternate plans.
- If payment and/or completion of a Facility Use Agreement & Waiver of Liability Form is required, a due date will be given for completion of those items. If the due date expectation is not met, we reserve the right to remove your reservation from the schedule.
- Each request is individually assessed, and past use does not guarantee future use.
- Reservations are not held from year to year.

## OTHER NOTES

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- Door Creek building assets are not available for offsite use.
- Door Creek does not allow photography or video shoots at its sites without prior approval.

## QUESTIONS?

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Email Glenda at [gmillier@doorcreekchurch.org](mailto:gmillier@doorcreekchurch.org). Please don't hesitate to reach out...we are here to help!

We look forward to helping you plan your event at Door Creek Church!