

Valley Creek Baptist Church

Facility Rental Policy

Valley Creek Baptist Church functions and ministry activities have priority over renters. In the case of ongoing use, such as weekly or monthly rental of facilities, Valley Creek Baptist Church reserves the right to preempt the use of facilities. In such cases at least two (2) weeks advance notice will be sent to the contact person. **Your reservation is not guaranteed until the reservation form is completed, approved, and all deposits are paid.**

By signing this document, both parties agree to abide by the policy guidelines described in the paragraphs below.

1. Rental applications are considered in the order received.
2. You **must** sign our Hold Harmless Waiver.
3. **All deposits are due before an event is placed on the church calendar.**
4. All local and state fire and safety regulations will be followed. Any item that may be considered a fire hazard is strictly prohibited.
5. Renters are required to remain in areas specified in the agreement, and are responsible for keeping their guests confined to those areas as well. Other areas in the building may be scheduled for other purposes at the same time.
6. No keys will be given out. Our custodial staff is responsible for providing access to the building.
7. Alcoholic beverages are strictly prohibited so therefore are not to be supplied or consumed anywhere on the church property.
8. Church facilities are a smoke-free zone; therefore, smoking is not permitted inside church facilities.
9. Weapons and/or firearms are strictly prohibited on the property of Valley Creek Baptist Church.
10. Valley Creek Baptist Church is not responsible for any personal possessions belonging to renters or those attending events. Do not leave valuables unattended.
11. Event arrival and departure times, as stated in the event contract, are fixed and not subject to negotiations on the day of the event.
12. Rental fees include: basic room set-up and take-down. A member of VCBC's staff will be on site at all times during any building usage. A custodial fee is assessed to compensate for this personnel.
13. There is to be no personal use of the VCBC office equipment and no long distance calls are to be made using church phones.
14. Valley Creek Baptist Church reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
15. No games of chance are permitted. Gambling or bingo on the church premises is strictly prohibited.

I. Weddings

We believe that marriage is instituted by God, which makes your marriage a sacred occasion. We also believe in the permanence of a marriage relationship. Therefore, we have adopted the following policies regulating weddings and wedding receptions to assist you in making your wedding a sacred and dignified event. Since we believe that the act of marriage is worship, all external wedding officiates must be approved by the senior pastor. The parties seeking marriage must be in accordance with the church's constitution and by-laws. Both parties should be a Christian and committed to Christian ideals and principles described in the Holy Bible, therefore the pastors of Valley Creek Baptist Church will only consider marrying a couple after a four (4) month time of marriage preparation. During this time the couple must attend at least four (4) counseling sessions.

II. Scheduling Facilities

Reservations for weddings will be on a first-come first serve basis and must be made at least 90 days in advance. Other events must be scheduled at least 2 weeks in advance. It is very important that you complete and return the facility application form. This form can be found on our website ([www.valleycreekbaptist.org/ministries/facility rental](http://www.valleycreekbaptist.org/ministries/facility_rental)). The church secretary will obtain the necessary approval of the pastor. If for some reason there is a problem, you will be contacted within a reasonable time frame (in most cases 24 hours). **Again, your reservation is not guaranteed until the reservation form is completed, approved, and all deposits are paid.**

III. Church Facility Rules

The church facility is defined as the building and grounds. It is very important for the success of your event to read, understand and follow these guidelines.

- The church is available for events Monday through Saturday between the hours of 8:00 a.m. and 7:00 p.m. Events must not conflict with other regularly scheduled church activities. Furthermore, events will not be scheduled on major holidays including Christmas, Memorial and Labor Day weekends, Easter weekend, and the weekends preceding and following our VBS.
- Weddings must be scheduled a minimum of 90 days out. All other events must be scheduled at least 2 weeks prior to the event.
- Only one wedding will be approved for any given day.
- Rice is not to be used to shower the bride and groom; however, bubbles and bird seed are permitted outside.
- No pets are allowed on the premises. (Service dogs are an exception.)

- No food or drink is permitted in the Worship Center, except for items needed for the observance of The Lord's Supper.
- Dance receptions are not permitted in our facility; however, the traditional first dance of the bride & groom and that of the father and bride and mother and groom are allowed.
- Only candles enclosed in glass may be used. Open flames are not allowed in our facility. An exception is made for unity candles as long as accommodations are made for any wax drippings.
- Decorations which require the use of pins, tacks, nails, screws, staples or any adhesive which may mar the furniture, walls, or floors **must not be used**. Additionally, do not place anything on top of the instruments, including candles, dishes, plants, decorations, etc. Do not use the piano bench for anything other than its intended purpose. Tenants may be assessed a fee to repair any marks, nicks, scratches or damage of any kind inflicted during tenant use of the building.
- Only bouquets and/or bows may be used on the ends of the pews and they can only be attached with wrapped wire or ribbon. Placement of decorations should not interfere with door passages/exits.
- Rental/personal equipment and decorations need to be removed from the premises immediately following your event. The church is not responsible for any items remaining on the church property and any items remaining will be discarded.
- Most items on the platform/stage in the Sanctuary will be moved by our staff, if necessary. **Please do not touch cables on the stage.**
- No chairs or tables are allowed to be taken outside the building. Do not drag heavy items across the flooring. If you feel furniture needs to be moved, please contact the custodial person assigned to work your event.
- All supplies (i.e. plates, cups, forks, ice, etc.) for your event are your responsibility. The church does not supply those items.
- If the kitchen is used, the counters and any appliances that are used must be wiped down. Additionally, the sink should be cleaned out. The custodian is responsible for cleaning the floor and carrying out the trash. All liquids should be poured into the sink and not in the trash cans. Any items placed in the refrigerator should be removed. Coffee grounds are to be disposed of in the trash cans. VCBC utensils, etc. should not be used by tenant under any circumstances without the express permission of the staff person present at the event.

- Air conditioning or heating will be turned on and adjusted by the custodian 1 hour prior to your event (4 hours prior to a wedding start time). Please make your florist aware of this policy.
- Irreverent language or discourteous behavior is not permitted in church facilities.
- If there will be any type of painting party or craft event, tables must be covered with plastic tablecloths or butcher paper at the renter's expense. Additionally, tarps for the floors may be required.
- Children should be supervised at all times. A ratio of 1 adult per 8 children/youth is required.
- Only licensed, insured, and approved caterers are permitted. Proof of liability insurance is required. Valley Creek Baptist Church must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

IV. Music/Musicians/Media Technicians/DJs

We are dedicated to the worship of God. Music is to be tasteful in nature, containing no profanity or have sexual suggestive or explicit lyrics.

Musicians of your choice are permitted. However, if church instruments are to be used approval of the Worship Pastor is required. Additionally, the piano or other musical instruments should not be moved except by the Worship Pastor.

Sound systems are available for use upon request. However, Valley Creek Baptist media technicians are required in the Worship Center as well as the Fellowship Center to operate our equipment. Our technician is required when our equipment is used to ensure proper usage and protection of the equipment. We will assist you in scheduling our staff and equipment to be used. Audio recordings are not made due to copyright issues.

Video display is also available using our equipment and staff. If you wish to display a video during your event, the prepared product must be supplied to us 10 days prior to your event to insure compatibility with our equipment. This will allow you time to find a solution for the video product if not compatible.

DJs are acceptable but must be approved by the Worship Pastor/Senior Pastor and must follow music guidelines as stated above.

V. Fees

Fees are based on whether or not you are a member of Valley Creek Baptist Church. Members may include themselves and immediate family members within the household. To qualify as a member, you must have been an active member of Valley Creek Baptist Church for at least 6 months. Reassignment or sublet of the facility by a member to any other tenant is strictly prohibited and may result in the cancellation of the event. If you need further information, you may speak to a church staff member regarding what constitutes a "Member" rate.

Deposits must be made before an event is placed on our calendar. All remaining fees must be paid in full 2 weeks prior to the event. The following is a detailed fee schedule:

GENERAL FACILITY RENTAL

	Member	Non-Member	Reservation Deposit
Worship Center (for weddings)	\$65 for 2 hours	\$500 for 2 hours	\$50
Fellowship Center	\$65 for 2 hours	\$250 for 2 hours	\$50
Gym	\$65 for 2 hours	\$250 for 2 hours	\$50
Media Tech (2 hr. minimum for weddings)	\$25/hour	\$25/hour	n/a
Tables (round/long)	No charge	\$1 each	n/a
Chairs	No charge	0.50 each	n/a
Damage Deposit	\$100	\$250	
Additional Hours	\$20/hour	\$50/hour	
Stage Clearing Fee*	\$50	\$150	

* This fee is assessed when the stage has to be cleared for weddings.

All fees and deposits are non-negotiable. However, there is no charge for church related events. Reservation deposits are non-refundable unless the cancellation is received one (1) week prior to the event.

Additionally, honorariums or love offerings are suggested as follows and should be paid directly to the individual. You may contact them to see if they have suggested rates.

VI. Cancellations

If renter(s) cancel for any reason within one (1) week prior to the event date, the deposit will be forfeited. Exceptions may be granted for extenuating circumstances. Such a request must be submitted in writing to Valley Creek Baptist Church. Renters will be notified in writing within fifteen (15) days of the request.

VII. Damages

The damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. The renter(s) is responsible for any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests. The security/damage deposit is not applied to the event fees. This deposit will be retained by Valley Creek Baptist Church until the facility is inspected and cleaned by the custodial staff following the event. If there is no loss or damage of the property and premises, the security/damage deposit will be refunded within two (2) weeks following the event.

Facility Rental Form

Personal Information

Name: _____ Date: _____

Phone: _____ Email: _____

Street Address: _____

City: _____ State: _____ Zip: _____

Member: ___ Yes ___ No

Event Information

Type of Event: _____ Date Requested: _____

Arrival Time: _____ End Time: _____ Clergy Requested: _____

Facility Needed (circle): Worship Center Fellowship Center Gym

Expected # of Guests: _____

Additional Needs (circle): Clergy Media Tech Video

Tables: ___ Round ___ Long Chairs: _____

Screen _____ TV/DVD player _____ Piano _____

Lapel Mic _____ Other: _____

Caterer: _____ Florist: _____ DJ: _____

	Member	Non-Member	Amount	Total
Sanctuary	\$65 for 2 hours	\$500 for 2 hours		
Fellowship Center	\$65 for 2 hours	\$250 for 2 hours		
Gym	\$65 for 2 hours	\$250 for 2 hours		
Media Tech (2 hr. minimum for weddings)	\$25/hour	\$25/hour		
Tables	No charge	\$1 each		
Chairs	No charge	0.50 each		
Damage Deposit	\$100	\$250		
Additional Hours	\$20/hour	\$50/hour		
Stage Clearing Fee	\$50	\$150		

Total Amount Due: _____

Deposit Paid: _____

Balance Due: _____

Checks should be made payable to: Valley Creek Baptist Church

THIS AGREEMENT is made by and between the above name person(s), hereinafter referred to as "renter(s)/tenant(s)" and Valley Creek Baptist Church, for good and valuable consideration.

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$_____ and other fees (if applicable) required have been added to this rental amount. Full cost must be paid at least seven (7) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter shall pay a refundable amount of \$_____ for security/damage deposit in order to reserve any event date. Rental are on a first come first serve basis.

Date

Name of Group

Signature

Title

Valley Creek Baptist Church
HOLD HARMLESS WAIVER

_____ shall indemnify, defend and hold
(Name of Group)
harmless Valley Creek Baptist Church of Elizabethtown, Kentucky, and its respective officers, employees, agents, and representatives from and against any and all claims, demands, causes of actions, losses, liabilities, damages, and expenses (including reasonable attorney's fees and costs) arising out of or in connection with any allegations brought against Valley Creek Baptist Church, and its respective officers, directors, employees, agents, and representatives from any cost and expense (including reasonable attorney's fees) arising out of the use of the premises or property of Valley Creek Baptist Church by the undersigned.

Date

Name of Group

Signature

Title