



FRESHWATER
CHURCH

Event Policy and Procedure:

These policies and procedures are to be followed by all weekly ministry events other than Weekend Worship Gatherings and by all special events.

1. Request of facility and equipment.
 - a. You may do this by going to www.freshwaterchurch.tv and filling out the facility request form. Your request will be approved / denied based upon availability and purpose.
 - b. This request will also need to include a list of supplies you may need such as tables, chairs, white board, TV, dvd player, computer, etc. Please make these requests at the time of facility request if possible. If not, then these requests are needed 1 week before the event and are subject to availability.
 - c. Request times should include setup and event preparation, the principal time for the event, and cleanup time

2. Access to the building.
 - a. If you are not a key holder and your event is not during regular scheduled hours, then a key may be checked out to you. If this key is lost, then a \$50 fee will be charged.
 - b. If you are scheduled to use the building at a time where a Freshwater representative is not available then a meeting can be set up, during regular office hours, before your event to show you the facilities, light switches, heat, etc.

3. Use of facilities.
 - a. The use of facilities is limited to your requested and approved areas. (You must request use of the café to use the café. You must request use of a Kids room to use a Kids room. *Bathrooms do not require a request)
 - b. Heat and Air – If a Freshwater representative is present, then the adjustment of heat and air must be done by that person. If not, then the event point person will have authority to adjust only the thermostat, which is pointed out to them during the mandatory facility meeting.
 - i. The thermostat must be reset upon the conclusion of the use to the normal temperature. (Heat 58 Nov – March. Air 80 April – October)
 - c. Lights – all lights must be turned back off either by Freshwater representative or the event point person.
 - d. Door – the doors must be locked after the event and when no one will be the church.
 - e. Each event party is responsible for the setup and arrangement of the facilities for their event, unless previously agreed upon arrangements have been made with Freshwater Church

- f. Any non renewable resource needs to be provided by those planning the event. Ex: You may use our coffee pots, but provide your own coffee.
 - g. Tables — Tables are scattered throughout the building, so take note on where to put them up. You will need to supply any supplement if our table supply isn't sufficient. We have 16 6-ft rectangle tables. 3 8-ft rectangle tables. 2 large round tables.
 - h. Any other equipment — All equipment is available, but we ask you use your own supplies. Example: You may use our coffee maker and drink dispensers, but you must provide your own coffee and other drinks. And please restore whatever equipment to the condition it was in before you used it.
 - i. Please do not move anything on the stage, especially any musical or technical equipment. If you need something moved, please let us know.
- *Alcohol use is not permitted. See item "k" under Weddings.

4. Clean Up.

- a. Sweep floors in used areas.
- b. Take trash to outside dumpster and replace trash bag in used areas.
- c. Wipe down and clean any counter tops and sinks that are used.
- d. Make sure all toilets are flushed and paper is picked up off the floor.
- e. Follow clean up list for the individual areas of use.

5. Use of main sound board and video displays

- a. The use of the sound, light, and video systems in, or originating from, the worship center a/v booth requires the hiring of a Freshwater-trained a/v technician. No exceptions are allowed.
- b. The fee schedule for a Freshwater-trained a/v technician is as follows:
 - i. \$25 per hour
 - ii. Max. \$150 per event (Ex. - Wedding = Rehearsal, Ceremony, Reception)
 - iii. Fees should be remitted to the church office no fewer than 3 business days prior to the event
 - 1. Checks should be made out to "Freshwater Church" and the memo line should indicate "A/V Tech. Fee"
- c. Keep in mind that all playlists, slideshows, videos, etc. will be seen by Freshwater a/v technician. We expect that anything shown or heard will be in good taste and appropriate for a house of worship.
 - i. If an event party will be playing music from their personal device through our system, you must note that in an email to info@freshwaterchurch.tv or a/v technician no fewer than 3 business days prior to the event. If the request to use our equipment is not noted in a timely manner, we cannot guarantee that someone will be there to work the a/v equipment, and you will need to work something else out.
 - ii. Timeliness is also important for any formatting of materials before event to make sure tech runs smoothly.

- iii. Freshwater Church and approved a/v technicians are not responsible for loss, theft, or damage of an event party's personal device, data, or related properties.

6. Changes

- a. Any changes made to the date need to be made at least 3 months prior to the event.
- b. Any other changes will need to be discussed with staff before making those changes permanent.
- c. You may cancel an event at any time.

7. Wedding Policy

- a. Our current rate for rental deposit for people who are not members of Freshwater is \$250 to reserve and use the building. This fee goes toward utility usage, any supplies used, etc.
 - i. In order to put our church family first, a date and time will not be officially reserved until deposit is received by Freshwater.
 - ii. Non members can reserve a date no more than one year away from proposed date.
- b. Any wedding party (members included) wishing to use audio/visual equipment is subject to the rate mentioned under point 5. (\$25 per hour with max of \$150 to compensate our person manning that equipment).
- c. Checks are to be made to Freshwater Church and to be paid by the time of the event during regular office hours or under arrangement with Freshwater staff.
- d. Cancellations and Refunds - Any amount paid can be refunded in the event of a cancellation and no services were rendered. In the event that facilities were used prior to a cancellation, a partial refund will be negotiated.
- e. Any wedding party is subject to the rest of the guidelines laid out in this document.
- f. For any event, there may or may not be a contact person. In the event of questions or concerns, you can call or email a staff member, but they may or may not be able to physically attend to something the day of the event.
- g. Animals may only be allowed by permission from church staff.
- h. You can start decorating no earlier than Thursday morning, unless otherwise arranged.
- i. Please do not move anything on the stage, especially any musical or technical equipment. If you need something moved, please let us know.
- j. Alcohol - we do not permit any consumption of alcohol on our property, for moral, insurance and all liability purposes. This applies for all events.
- k. Dancing - Freshwater permits dancing. We would like to add that an event keeps in mind that this is not a night club, and, not only that, it is a house of worship. We expect music and dancing to respect that.

*Freshwater Church is not liable for any personal items lost or stolen during any time of the event (including set up and take down). Any damage done to anything belonging to Freshwater will be evaluated and under the person/people in charge of the event.