



# Facilities Use Guidelines

## Welcome

Thank you for considering RADIUS Church as a potential location for your event. The first step to scheduling your event at RADIUS Church is to read through these guidelines and complete the online Event Request Form ([radiuschurch.org/host-my-event](https://radiuschurch.org/host-my-event)). At that time, the Facilities Coordinator at RADIUS can confirm available dates and answer any additional questions you may have.

All events held at RADIUS Church need to be consistent with the church's values and beliefs. RADIUS Church reserves the right to approve, alter or deny any aspect of the event based on these beliefs. These can be found online at [www.radiuschurch.org/our-beliefs](https://www.radiuschurch.org/our-beliefs) or in Appendix I.

## Scheduling Your Event

### Facilities

RADIUS Church is located at 300 West Main Street in Lexington, SC. The church offers a 550 seat auditorium, 10,000 sq ft of hosting / reception / conference space, two caterer's kitchens and additional multipurpose and classroom areas. The facility is open to partners as well as non-partners. You may schedule your event up to 12 months in advance.

At the time of application, please specify if setup time is also needed and the specifics related to that individual activity (facilities to be used, et. al.).

Your Security / Damages Deposit fee is required at the time of application.

### Event Coordinator (Up to \$1000)

Once your event date is confirmed on the church's calendar, we will assign to your event an Event Coordinator. The Event Coordinators will:

- (1) Guide you through the event process as it pertains specifically to RADIUS Church and your needs.
- (2) Provide answers and guidance concerning best use of the church facilities, procedures, decorations, custodial services and scheduling.
- (3) In the case of any discrepancy between the event participants, vendors or any other member associated with the event, the Event Coordinator will make the final decision.

### On-site Technician (Up to \$200 per day)

Due to the complex nature of the facility audio, video & lighting systems, all events requiring the use of Audio-Video equipment are required to be supported by one of the church's approved technicians to operate the equipment. The technician will be scheduled through RADIUS' Technical Director.

RADIUS reserves the right to waive or retain this requirement depending on the size and scope of the event.

## Decorations

The following are guidelines; please discuss all decorating questions with your Event Coordinator:

- No nails, tacks, tape, pins, staples, gum or anything that will mar woodwork or furniture may be used.
- All potted plants must be in drip trays.
- Only dripless candles may be used and should be carefully arranged when used with greenery to prevent the possibility of fire.
- Pillar candles must be put into saucers to catch any drips. Plastic sheeting should also be put under candle stands.
- Candle stands are not permitted in the aisles.
- All materials used in connection with the decorations must be removed from the building immediately after the event. All set-up and clean-up is the responsibility of the event participants and clean-up should be completed within 1 hour following the event. Failure to arrange for removal may result in forfeiture of Security/Damages deposit.
- All equipment not provided by RADIUS Church must be delivered and picked up during the time span given for your event.
- No furniture or equipment can be moved without prior permission and must be replaced prior to departure from the facilities.
- No sprinkles, glitter, confetti or other small decorative elements may be used inside the facilities without prior approval.
- No decorations may be hanged, mounted or suspended over the stage without prior consent from the Technical Director. No hanging decorations are permitted to touch or impede any multimedia projector(s) already in place.
- Any cost associated with the removal of candle wax from carpets or furnishings will be the responsibility of the event and will be invoiced with the Cleaning Fee.

INITIAL HERE: \_\_\_\_\_

### **Additional Facilities Guidelines**

Please review the following restrictions. To avoid possible conflict, it is suggested that these be brought to the attention of all participants. Any questions should be discussed with your Event Coordinator.

- No confetti, rice, sparklers, or non-biodegradable items may be used on campus or in any of RADIUS Church's facilities. Balloons, bubbles or birdseed are an acceptable alternative for outdoor events.
- All RADIUS Church facilities are tobacco-free.
- Breakage of and/or damage to any church equipment or property must be reimbursed at replacement value and will first be deducted from your deposit. Any remaining cost will be invoiced following the event.
- RADIUS Church is not responsible for lost or stolen property. Please do not bring valuables. RADIUS Church is not responsible for property left at the church before, during or after an event.
- Childcare Facilities can be made available. This is done on a case by case basis, and RADIUS Church does not provide childcare workers for events.
- Excessive clean up will result in a forfeiture of your deposit.
- Please provide a detailed menu or receipt from your caterer outlining all food and beverages to be served. RADIUS Church reserves the right to deny any food or beverage prior to the event.
- 

INITIAL HERE: \_\_\_\_\_

### **Alcohol, Tobacco and Drugs**

RADIUS Church allows the service and consumption of alcohol by / to all event attendees over the legal drinking age (21 years of age). Acceptable forms of alcohol are limited to beer, wine and sparkling wine. The service and / or consumption of ALL forms of "hard liquor" (ie. vodka, tequila, scotch, whiskey, et. al) are prohibited on RADIUS Church premises.

While on RADIUS Church premises, we ask all event attendees to conduct themselves in accordance with biblical and church values and to maintain appropriate control of their persons while under the influence of alcohol.

While RADIUS Church allows alcoholic beverages to be served and / or consumed, we reserve the right to "shut down the bar" (stop the service) of alcohol at any point should the on-site Event Coordinator become aware of inappropriate behavior (or any behavior that is inconsistent with proper social conduct.) Drunkenness is prohibited.

All RADIUS Church facilities are drug-free and tobacco-free.

INITIAL HERE: \_\_\_\_\_

**Failure to Comply**

Failure to comply with our guidelines will be considered a breach of contract and the security deposit for the event will be withheld. The facility will be inspected immediately after the event by an authorized RADIUS representative. If you have any questions about the security deposit, please ask your Event Coordinator.

INITIAL HERE: \_\_\_\_\_

**Medical Release**

By hosting an event at RADIUS Church, the purchaser (visiting party) takes full responsibility for all precautions and over all safety of the event. RADIUS Church is not liable or responsible for any injury, sickness, medical emergency, or death that takes place on our property during any period during, before, or after the event. By initialing below, the purchaser agrees that RADIUS Church is not held responsible for any medical incident or emergency related to the event.

INITIAL HERE: \_\_\_\_\_

**RADIUS Church Fee Schedule**

**Security/Damages Deposit:**

**Up to \$500.00**

*The security deposit is due at the time you book your event.* This deposit secures your date on the church facility calendar and will be returned to you within 30 days following your event. Failure to comply with any of the policies stated, including breakage and excessive clean-up could result in forfeiture of your deposit. Charges for damage and cleanup are not assessed on a sliding scale; the deposit is either retained or refunded in whole. The \$500 deposit is refundable if no damage occurs, cleanup after the event is satisfactory and event takes place in compliance with the above-stated policies.

**Payment:**

Please make all checks out to "RADIUS Church" with the appropriate fee / invoice / scheduled date information in the Memo line of the check. Checks can be dropped off or mailed to the 300 West Main Street, Lexington, SC 29072

I, \_\_\_\_\_, the undersigned, having read and understood the Facilities Use Guidelines document (to include Appendix I) provided to me by an employee or authorized representative of RADIUS Church, do hereby agree to abide by all policies, procedures and guidelines outlined in said document. I understand and agree that I will take personal responsibility for both the physical safety and health of both myself and attendance of my event, including but not limited to traveling to and/or from RADIUS Church. I understand that any failure on my part to abide by these guidelines could result in the loss of any deposits (or other potentially refundable monies). Further, I agree and understand that: in the event of my failure (or the failure of any member, associate, attender or representative of my event) to abide by any policy, procedure or guideline outlined in said document that is deemed harmful, hazardous, malicious or in any other way out of line with conduct acceptable on RADIUS Church property, RADIUS Church reserves the right to immediately, physically remove me (or said member, associate, attender or representative of my event) from the RADIUS Church premises. I will, to the best of my ability, abide by the spirit of policies, procedures and guidelines outlined and will conduct myself in a manner consistent with positive social interactions when on RADIUS Church property.

\_\_\_\_\_ (Purchaser Signature)

\_\_\_\_\_ (Date)

\_\_\_\_\_ (RADIUS Representative)

\_\_\_\_\_ (Date)

## Appendix I