



## Building Use Request Guidelines & Fees

Our desire at Life Community Church is to reach out to our local community and spread the message of Jesus Christ. We are committed to being a church that goes out into the local community rather than bringing people to the building through various programs. However, we also want to be good stewards of the facility that God has given us and use it to meet the needs of others.

Usage of the building will be granted only to organizations deemed to be not in conflict with the purposes, goals, principles, doctrines, and beliefs of Life Community Church.

Requests for building use are granted on a case-by-case basis. Requests for repeated use must be approved by the Elder Board or their designated representatives. In the event repeated use is granted, that commitment will be evaluated regularly.

### *General Guidelines*

1. Requests should be turned in no less than two weeks prior to the event date.
2. Upon approval of the usage request, the Building Event Coordinator will provide details and contact information to all entities involved in the event (user, opening/closing person, AV engineer[s], etc.).
3. Any weddings to be performed by officiates other than LCC staff must be approved by a member of the LCC elder team prior to official scheduling.
4. Appropriate payment must be made at the time of approval to formally reserve the facility (see rate scale).

### *Specific Guidelines*

1. Illegal substances and smoking are prohibited in the church buildings. *LCC reserves the right to have removed from the premises anyone found to be under the influence of any substance, or exhibiting inappropriate behavior.*
2. Alcoholic beverages are prohibited in the church building and on church property without consent of the pastoral staff/elders.
3. Users are responsible and assume liability (fully indemnifying LCC) for any

personal injuries or loss, and property loss or damage to the facility and/or equipment. Replacement or repair of any material or structural damage or loss will be at the discretion of the church and will meet the requirements of the church.

4. Only those areas of the building which have been reserved may be used.
5. Furniture and equipment are not to be moved within or removed from the church buildings without prior approval from a member of the church staff. Any church-owned audio/video equipment may only be used or moved under supervision of authorized representatives of the church.
6. Clear drinks are encouraged if refreshments are served.
7. Life Community Church assumes no responsibility for properties left on the premises by the applicant or event attendees.

### *Payment and Fees*

All deposit and use fees must be paid in advance, at the time of approval of the request. Payment is refunded if cancellation is notified 24 hours or more prior to the scheduled event. If cancellation notice is made less than 24 hours prior, a \$25 administrative fee is charged. If no prior cancellation notice is made, no refund is given.

#### **Regular Use Fees (non-wedding)**

LCC regular attendees: No charge\*

Church, non-profit org., or ministry use: No charge\*\*

Corporate or for-profit use:

<b>Area (lobby and restrooms included)</b>	<b>Cost</b>
Security Deposit (refundable)	\$300*
Lobby and Restrooms only	\$25 per hour (or portion thereof)
Main auditorium	\$200 per hour (or portion thereof)
Audio, main aud. †	\$40 per hour (or portion thereof)
Video, main aud. †	\$40 per hour (or portion thereof)
Meeting room(s)	\$50 per hour (or portion thereof)
Nursery/toddler rooms (2)	\$25 per hour (or portion thereof)
Jr. Kids' Life playroom and auditorium	\$25 per hour (or portion thereof)
Jr. Kids' Life classrooms (5)	\$25 per hour (or portion thereof)
Kids' Life aud. and small grp. rms.	\$25 per hour (or portion thereof)
Use of all children's areas	\$75 per hour (or portion thereof)

## Wedding Fees\*\*\*

### LCC Regular Attendees:

Area (lobby and restrooms included)	Cost
Security Deposit (refundable)	\$100*
Facility use, rehearsal	No charge*
Facility use, wedding day	No charge*
Audio, main aud. †	\$30 per hour (or portion thereof)
Video, main aud. †	\$30 per hour (or portion thereof)
Cleaning fee	\$20 (flat fee)

### Family of LCC Regular Attendees:

Area (lobby and restrooms included)	Cost
Security Deposit (refundable)	\$300*
Facility use, rehearsal	\$100
Facility use, wedding day	\$200
Audio, main aud. †	\$30 per hour (or portion thereof)
Video, main aud. †	\$30 per hour (or portion thereof)
Cleaning fee	\$20 (flat fee)

### Non LCC attendees/family:

Area (lobby and restrooms included)	Cost
Security Deposit (refundable)	\$300*
Facility use, rehearsal	\$100
Facility use, wedding day	\$300
Audio, main aud. †	\$30 per hour (or portion thereof)
Video, main aud. †	\$30 per hour (or portion thereof)
Cleaning fee	\$20 (flat fee)

† All audio/video engineering is contracted through Tech Art Productions:

614.299.7777

\* Any cleanup deemed "excessive" (sole discretion of LCC leadership) or repairs necessary due to damage incurred during the event will be charged to the using party and subtracted from the deposit. Costs exceeding the deposit amount will be billed to the requesting party. Cleanup/repair charge will cover the full amount necessary for professional services to return the premises to its condition prior to the event.

\*\* "Ministry use" applies only if no entrance fee is charged for the event. Note: if A/V is needed, the contracted \$30/hr. fees through Tech Art apply.

\*\*\* Honorariums paid to pastors, musicians, etc. are left to the wedding party.