

EASTVALE BIBLE CHURCH

FACILITY USAGE POLICY & PROCEDURE



1. FACILITY SUMMARY

ROOM CAPACITY

Suite 208

Room	Capacity
Conference Room - Lecture Style	36
Classroom A & B – Lecture Style	6
Classroom C – Lecture Style	15

Suite 108

Room	Capacity
Theatre Style - No seating variations	200
No food or beverages are permitted 108	

2. HOURS OF OPERATION

Office Hours: Monday – Friday: by appointment only

Sunday: 9:00 a.m. – 1:00 p.m.

Rental Hours:

Monday – Saturday: 9:00 a.m. to 5:00 p.m.

A one (1) hour cleanup is required at the end of each event. Event must end no later than 4:00 p.m., and cleanup must be completed by 5:00pm.

Facility will be closed on the following observed holidays: Presidents' Day, Martin Luther Kind Day, Easter, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day, New Year's Eve, and New Year's Day.

3. USER GROUP CLASSIFICATION

Group A

Eastvale Bible Church Members (EBC) or EBC member business owners.

Group A: May reserve up to six (6) months in advance.

Group B

Non Members or Non Member businesses.

Group B: May reserve up to six (6) months in advance, and are limited to six (3) bookings per year, unless approval is given by the Facility Services or designee.

4. FACILITY USE

A free one (1) hour event rehearsal may be scheduled no more than twenty-five (25) days prior to a paid, contracted event. The rehearsal cannot interfere with any previously scheduled reservation and /or daily operations of the facility. Rehearsals must end by 7:00 p.m.

5. APPLICATION PROCESS

Facility reservation must be made in-person by the APPLICANT at the EBC office by the APPLICANT. Reservations will NOT be taken over the telephone.

APPLICANT must be 18 years of age or older.

A "Building Reservation Application" must be completed at least fourteen (14) days prior to requested date of use.

APPLICANT shall NOT transfer, assign, or sublet use of the center or apply for use on behalf of another person or organization.

Permission to use the EBC must be granted in writing and will not be confirmed until initial deposits are received and processed, if applicable, and the EBC Facilities Manager or designee signs a copy of the "Building Reservation Application".

Upon approval of an application, a "Facility Rental Contract" will be issued authorizing the requested use of the facility. The Facility Coordinator may attach such conditions to the contract, as they deem necessary, for the protection of public health, safety, and welfare of the patrons and the facility. If the request for facilities is not approved, all initial deposit(s) will be returned within three (3) to four (4) weeks of the denial.

Depending upon the nature of the reservation EBC may require additional fees, insurance, and/or security personnel.

EBC reserves the right to deny an application of any person(s) or group that operates contrary to the church beliefs, by-laws, doctrines or God's Holy Word (The Bible).

6. DEPOSITS AND PAYMENTS

To hold a date, a minimum payment (deposit) of 50% of the total fee must be made at the time of the reservation. The remaining balance due must be paid thirty (30) days prior to the reservation date.

Requests for reservations made less than thirty (30) days in advance of the scheduled date must be paid in full at the time the reservation is made.

Cash is the only acceptable method of payment for a reservation.

A cleaning deposit is required for all reservations. If the facility is left in the same condition it was found, the cleaning deposit will be refunded to the APPLICANT within two (2) to three (3) weeks of the facility use date.

Additional fees may vary depending upon the reservation. Requirements for extra fees may include additional staff, special equipment use, security personnel, and/or insurance.

Group	Rental Fee	Cleaning Fee
Group A - EBC Members (Ste 208)	\$0	\$75
Group A - EBC Members (Ste 108)	\$0	\$75
Group B - Non EBC Members (Ste 208)	\$250	\$100
Group B - Non EBC Members (Ste 108)	\$350	\$100

7. CANCELLATION PROCEDURES

APPLICANT is responsible for notifying the Facilities Services Department, in writing, by completing a cancellation form for any changes or cancellation.

Reservations cancelled one week (7) days or more prior to the event will receive a refund minus a \$20 processing fee.

Reservations cancelled six (6) days or less prior to the event will receive a refund minus 20% of fees paid to reserve the facility.

8. GENERAL RULES AND REGULATIONS

The EBC Facility Services Department reserves the right to suspend use of the facility to those groups or individuals not complying with established rules and regulations.

EBC has the authority to determine appropriate room placement based on attendance and nature of event.

Supervision by facility staff is necessary for the public's safety and well-being. Facility staff shall be responsible for and have complete authority over the facility being used, all equipment, participants, activities, and any security firm(s) on site. Facility staff has the authority to request changes in activities or cessation of activities, if they do not conform to the facility policies and regulations, and/or may cause damage to the facility. Users must comply with these requests and instructions. EBC reserves the right to require security whenever it deems appropriate.

The APPLICANT must check-in with the EBC's on-site staff at the start of the reservation, and must be present for the ENTIRE RESERVATION. APPLICANT must clean-up and check-out with EBC's on-site staff at the conclusion of the reservation.

The APPLICANT shall accept full responsibility for damage to equipment or properties, and will incur all costs to repair damages to equipment and/or facility. EBC equipment may not be removed from the facility.

The permitted group shall have at least one (1) adult for every ten (10) minors at any given event/meeting.

Supplies and items may not be dropped off and vendors may not utilize the facility until the paid contracted time. APPLICANTS shall discuss with vendors time constraints for preparations/cleaning, in order to determine sufficient time is reserved and available.

All unloading and loading must be done from parking stalls, properly marked loading curbs, or designated drop-off areas.

Neither EBC nor their agents, officials, employees, and/or volunteers will be held responsible for loss, damage or theft of equipment or articles owned by the APPLICANT and/or his/her guests.

Smoking, tobacco or e-cigarettes are NOT PERMITTED inside any EBC Facility.

No APPLICANT may charge an admission fee and/or donation or sell any. No monies can be exchanged at the facility.

Gambling is not allowed.

All fundraising events (including raffles or donations) must have prior approval from EBC, and follow all State and Federal laws. Additional fees may be required APPLICANT must submit a written request in advance. No monies can be exchanged at the facility without prior written authorization from the APPLICANT must submit a written request at the time of reservation.

Animals are not permitted in the facility unless they are a verified service animal.

Sleeping or lodging is not permitted.

A caretaker must accompany participants (children and adults) that are not able to attend to their personal needs for the duration of their stay.

All food and beverages must be consumed within designated areas.

9. BISTRO/SMALL KITCHEN USE- Suite 208:

All kitchen areas must be cleaned and returned to the condition they were in when the APPLICANT first arrived. All counter tops and equipment must be wiped clean. All spills on floors must be cleaned and/or mopped. All trash from kitchens shall be placed in the proper receptacles. The small kitchen is to be used for food service only. No cooking is allowed in this kitchen. Equipment available includes a sink.

APPLICANT must provide all kitchen utensils (i.e. paper goods, serving utensils, silverware, etc).

Any outside catering, including food trucks, taco carts, BBQ companies, etc., must provide a valid copy of their Public Health Permit.

ALL PERSONAL ITEMS MUST BE REMOVED AFTER EACH SCHEDULED USE. ANY LEFTOVER ITEMS WILL BE DISPOSED OF IMMEDIATELY.

No food or beverages are permitted in suite 108.

10. DECORATING (SET-UP AND CLEAN-UP)

Decorating, set-up and clean-up must be completed within the approved reservation time.

Any fifteen (15) minute increment of time that extends beyond the reserved hours will be billed at twice the hourly event rate for the room(s) reserved.

EBC will provide basic room set-up.

Decorations require prior approval by Facility Coordinator. No objects shall be suspended or attached to ceilings, light fixtures, walls, windows, dance floors, display cases, or stage.

Decorations shall not be displayed or installed in such a manner, which damages or defaces the facility. The use of duct tape, nails, staples, or other sharp materials or instruments are NOT permitted. Prior approval for adhesive material must be given by Facility Coordinator.

The uses of smoke/fog machines, incense, confetti, rice, glitter, birdseeds, hay bales, or the release of balloons are not permitted.

Clean-up is the APPLICANT'S responsibility. APPLICANT shall leave the facility in a clean and orderly condition.

Tabletops and chairs are to be wiped clean and all refuse removed. All trash is to be placed in the proper receptacles.

Any non-church owned personal or rental items brought in for use by the APPLICANT must be removed prior to departure from the facility. Any items left behind are subject to immediate disposal.

11. ALCOHOL

Alcohol use refers to ANY beverage that contains alcohol. The use of alcohol at the EBC is NOT permitted. Violating the no alcohol policy will result in immediate termination of the event and revocation of any further reservations.

Failure to abide by the above policies will result in FORFEITURE OF A PORTION OR ENTIRE deposit.

12. USE OF CANDLES AND OTHER OPEN-FLAME DEVICES

Candles and other open-flame devices are not permitted inside or outside any EBC facility.

Barbecuing or outdoor cooking is not be permitted.

13. AMPLIFICATION SYSTEM

Amplified music and/or sound systems, including public address systems, DJ's, karaokes, film/video systems and other large systems, will not be permitted without prior written approval. Additional fees, insurance, and additional personnel may be required.

Only persons 18 years and older will be allowed to operate any amplification system or must be under the direct supervision of a responsible adult.

The use of profane, defamatory, lewd, vulgar, belligerent, or malicious language will not be tolerated and are grounds for suspension of use. Failure to comply with the amplification system requirements will result in one and/or all of the following to occur:

- A. First offense: verbal warning
- B. Second offense: verbal warning with dismissal of announcer
- C. Third offense: loss of privileges to use system

EBC Facility Rental Application

Event Date: _____ / _____ / _____

Event Start Time: _____ : _____ AM/PM

Event End Time: _____ : _____ AM/PM

Company or Group Name (Please Print) _____

Purpose of Event: _____

Church Affiliation _____

Applicant First Name: _____

Applicant Last Name: _____

Address: _____

City: _____ State: _____

Zip Code: _____

Email Address: _____

Telephone # Home: () _____ () _____

CDL# _____ Exp: / /

Reference

First Name: _____

Last Name: _____

Email Address: _____

Telephone # Home: () _____ () _____