



16831 S Greenfield Rd | Gilbert AZ 85295

Personal Event Policy and Agreement

It is our policy that the facility of LifeChurch may only be used by the membership. As a member of the LifeChurch faith community, this document is designed to answer most of your questions about having an event at LifeChurch. Those who are granted permission to have an event are expected to follow this agreement to ensure care of the facility and the safety and comfort of all in attendance. Should you need additional information, do not hesitate to ask the church coordinator, or pastoral contact person.

Scheduling:

To check on a date for your event and make a reservation on the church calendar, please **Marenda Sullivan, Executive Assistant (602-315-2094)** or **Jeremiah Vigil, Administrative Pastor, (949-375-2421)**. A **security/cleaning deposit of \$250** must be received with a signed agreement to officially reserve the date.

Set up and tear down time should be included with your event date requests. LifeChurch maintains a weekly schedule for its services and ministry, for this reason, no events will be scheduled on Sunday or Wednesday.

Student Center - Facilities Use:

For members of LifeChurch there is no fee to use the Student Center. However, due to the amount of setup, arrangement of furniture, staffing, and extra cleaning, there may be some expense to facilitate your event. The security/cleaning deposit will be refunded within 30 days if there are no damages, and everything is left clean and restored to its previous condition.

Use of sound technicians, musicians, singers, photographers, videographers, media specialist or event planners are not included and must be contracted separately from this agreement.

The Church Coordinator will discuss all special needs such as furniture, tables and chairs arrangement, sound equipment, musical equipment, media/tv/projector use, and decorations as well as any questions concerning these guidelines.

Facility Rules:

1. Events held at LifeChurch must be conducive to a Christian lifestyle.
2. No alcoholic beverages or tobacco products are to be used on the premises.
3. If candles are desired, *only* dripless are to be used in the church.
4. Glitter is strictly prohibited as it is next to impossible to fully remove.

5. If food is served, all food and dishes must be removed from tables and counters, and all garbage must be placed in the dumpster. If used, the kitchen must be cleaned, and any church dishes, utensils, or kitchen equipment must be washed and replaced.
6. All decorating and reconfiguring or moving of furniture, equipment, and accessories must be approved in advance. All furniture, equipment, and accessories must be arranged as they were before the event.
7. No marks or holes are to be made on the walls, ceiling, or furniture. This includes restricted use of thumb tacks, and nails of any kind.
8. Use of musical instruments must be authorized in advance. Church musicians may be available for a fee.
9. Use of sound equipment and media outlets such as TV and projectors requires the church approval and attendance of a church-approved sound technician.
10. The church is available only during the times that are mutually agreed in writing by the church.
11. The church is not responsible for any item left on the premises, including rental property.
12. Any damages to the building, grounds, equipment, or furnishings will be deducted from the deposit. Damages exceeding the deposit are the responsibility of the renting party.

Clean Up

Setup, and cleanup/tear down are the responsibility of the parties renting the facility. The church coordinator and/or church maintenance will not be responsible for setup or cleanup. Please make the necessary arrangements to have trash, clothing, gifts, flowers, and other decorations removed and the facility left clean. We recommend assigning people in the cleaning crew ahead of time to their specific cleaning responsibilities to help in the process. The contact person below can help you locate cleaning supplies and equipment.

Cleanup contact person: Kathy Hyatt

Phone Number: (720) 363-7641

Indemnification:

The undersigned and its personal representatives, event members and invitees, assignees, predecessors, successors, agents, partners, members, affiliated corporations or entities, and subsidiaries, agree to, hereby indemnify and hold harmless LifeChurch International as well as its Pastors, leadership team, respective successors, assigns, owners, agents, employees, or subsidiaries for or with respect to, any and all past, present and future actions, claims, suits, demands, rights, causes of action, damages, costs, losses, liabilities, losses, expenses, fees and other harm, of whatever kind or nature, known or unknown, arising out of or incurred as a result of the event. This includes but not limited to any accident, breach, or injury caused, whether by action or omission, whether by negligence, willful misconduct, or bad faith, by either party.

Personal Event Agreement Confirmation:

Church Coordinator: _____

Event Date: _____

Event Time (include set up and tear down): _____

Renter: _____

Renter Phone Number: _____

Renter Email: _____

I the Renter and its parties have read and understand the guidelines as set forth by LifeChurch. We agree to abide by the guidelines in our planning of the event. We will pay all fees/deposits in advance and will be responsible for any damages to the facilities, equipment, furnishings, or other property of LifeChurch International, Inc. resulting from the event.

Renter Signature: _____ **Date:** _____

Agreement and Security/Cleaning deposit received on: _____

Deposit refunded or Allocated: _____

The entire staff of LifeChurch desires to make your event a blessed and memorable event.

If we can assist you in any way, do not hesitate to contact our coordinator.
