

Canyon View Vineyard Church (CVVC)

Canyon View Vineyard Church (CVVC) Facility Use Policy

Purpose

Canyon View Vineyard Church (CVVC) seeks to steward its facilities in a way that honors God, introduces others to Jesus Christ, and fosters spiritual growth. CVVC provides a welcoming environment for religious, cultural, educational, and community events that align with its mission and values.

A. Restrictions on Facility Use

CVVC facilities are **not available** for use by:

- Organizations or groups engaged in **partisan political campaigns**.
- Organizations or groups conducting **commercial enterprises**, including product sales, services, or promotional activities that benefit for-profit businesses, whether or not owned by CVVC congregants.
- Organizations or groups participating in **activities inconsistent with the CVVC Statement of Faith** or the message of the gospel of Jesus Christ.
- Individuals seeking to host a **wedding, vow renewal, wedding reception, or anniversary celebration** who do not affirm the covenantal union described in Genesis 2:24 and who are not committed to progressive sanctification in Christ.

CVVC will only host such events for **current congregants**, defined as:

- a. A regularly attending member of CVVC whose registration in the church database has been active for a minimum of six months preceding the event registration date, or
- b. A person deemed a qualifying candidate and formally acknowledged by a current CVVC pastor.

CVVC reserves the right to deny facility access to any User at its discretion.

B. Building Use Rules and Guidelines

Scheduling – Facility reservations are assigned on a first-come, first-served basis, in accordance with CVVC's established priorities. CVVC reserves the right to relocate a User to a different room if necessary.

Emergencies – In case of an emergency, CVVC may relocate or cancel an event. Every effort will be made to notify the User in advance. If CVVC cancels an event, all deposits and fees will be refunded in full.

Capacity – All events must comply with occupancy limits set by the Colorado State Fire Marshal or Mesa County for the reserved space. Users must follow all applicable laws, this Policy, and any additional agreements with CVVC.

C. Alcohol Use and Consumption

Personal Events

- Only **wine and beer** are permitted; **hard liquor is prohibited**.
- Alcohol consumption must always be **responsible and moderate**.
- The User must be **at least 21 years of age** to have alcohol present at the event.
- **Age verification** and responsible service practices are required. "Last call" must be issued **no later than 30 minutes before the event ends**.

Cash Bar

- Must be operated by trained, certified, and/or licensed personnel.
- Operators are responsible for monetary transactions, age verification, and refusal of service to underage or intoxicated persons.
- Proof of certification/licensure must be submitted to CVVC **at least seven (7) days before the event**.
- Nonalcoholic beverages and water must be available at all times.

Open Bar

- **Must be supervised at all times to ensure age verification and moderation.**
- Service must be refused to underage or intoxicated persons.
- Nonalcoholic beverages and water must be available.

Corporate/Non-profit Event Alcohol Service Requirements

Option 1- Have the alcohol be provided and served by a special events caterer licensed to serve alcoholic beverages at special events.

Option 2 - Proper permits must be obtained from the State of Colorado and Mesa County and be provided to CVVC a minimum of 2 weeks prior to the event before wine and or beer are served on CVVC grounds. Information on obtaining the proper permits may be found here [Mesa County Liquor Licensing](#).

Insurance Requirements: See Section E.2 under Legal Requirements.

Violations: Any violation of alcohol policies may result in immediate termination of facility use and forfeiture of the damage deposit.

D. Prohibited Activities and Conditions for Revocation

The following are **strictly prohibited** and may result in termination of building use privileges:

- Possession or use of illegal drugs, and/or marijuana or hard liquor on CVVC property.
- Possession of firearms or weapons of any kind.
- Smoking within any CVVC building or on church premises.
- Leaving children or minors unsupervised.
- Using spaces beyond those approved in the Facility Use Agreement.
- Posting signage, banners, or decorations without approval. Only **3M Command fasteners** may be used; no tape, staples, or adhesives on walls, windows, or painted surfaces.
- Use of nails, screws, hooks, or similar items that damage surfaces.

- Use of candles or open flames without prior written approval.
- Use of **oil-based paints, flammable liquids, or fire-producing chemicals** (except Sterno for food warming).

For weddings and similar events:

- Only **artificial petals** may be used indoors.
- **Rice, confetti, or similar items** are prohibited indoors; any materials used outdoors must be fully cleaned up by the User.

Storage – CVVC does not provide storage for User property and assumes no responsibility for User equipment or materials.

Cleanup – Users must return the facility to its standard floor plan and cleanliness level. A checklist will be provided.

Furniture/Equipment – Movement of furniture or equipment requires prior approval. Only items listed in the Facility Use Agreement may be used.

Outside Equipment – Must be approved in advance by the Facilities Supervisor.

Animals – Only **service animals** are permitted. All animals must be leashed, and owners are responsible for cleanup.

Outdoor Activities – Require prior approval from the Grounds Supervisor through the Facility Use Request process.

Food and Beverage – Food and drink are **not permitted** in either auditorium.

Audio/Visual Equipment – Only CVVC technicians may operate church sound and video systems unless prior approval is granted for Fellowship Hall or Chapel Reception Hall.

Users are responsible for ensuring all participants comply with this Policy.

E. Legal Requirements

For all **non-CVVC-sponsored events**, the following apply:

1. The User who signs the Facility Use Agreement is responsible for participant conduct and compliance with all policies.

2. CVVC is not legally responsible for misconduct by participants. If alcohol is served at a non-CVVC event (e.g., a wedding), the User is **fully liable** for all related issues. Legal entities must provide a **certificate of insurance** naming CVVC as an additional insured **no later than 14 days before the event**.
 - If proof of insurance is not provided, CVVC may postpone, modify, or cancel the event.
3. CVVC will not provide medical coverage. All medical costs resulting from injuries are the User's responsibility.
4. Lost property should be reported to the church office. Items left behind for more than **30 days** will be considered abandoned and become CVVC property.
5. The User is responsible for all damages as determined by the Facilities Supervisor. If damages exceed the deposit, the User must pay the remaining balance. All damage must be reported immediately to the Facilities Supervisor at **970-242-7970**.
6. CVVC is not responsible for stolen articles or bodily injury occurring on church property.

F. Kitchen Use

1. The Kitchen area may only be used if it has been **specifically reserved**.
2. The **Chapel Kitchen** is a warming kitchen only; all food must be fully cooked before arrival.
3. The **Fellowship Hall Kitchen** is a **commercial kitchen** (Mesa County Health Dept. approved) and may be used for cooking. To **cook** and serve food in the Chapel Reception Hall, both kitchens must be reserved.
4. Users are responsible for providing their own **paper products and food**.
5. Failure to adhere to kitchen policies may result in loss of facility use privileges.
6. Users must remove all leftover food, beverages, and non-church items after their event. Any items left behind will be discarded within **one week**.

Event Type/Space deposits and rates are shown on the next page. The main auditorium requires special arrangements and is not listed on the rate sheet.

Registered CVVC congregants receive a 50% discount on rental fees. (A regularly attending member of CVVC is defined as an individual who is registered in the church database and has been actively involved for at least six months before the event registration date.)

Event Type/Space	Damage/Hold Deposit	Rates
Classes, Retirements, Banquets, Meetings, Etc.	<i>Per Reservation Per Day</i>	
Fellowship Hall	\$200	\$200
Chapel Reception	\$250	\$250
Chapel Auditorium*	\$150	\$300 (+ Sound Tech Fee)
Chapel Rec. & Aud.*	\$300	\$400 (+ Sound Tech Fee)
Chapel Courtyard	\$200	\$200
Classrooms	\$100	\$100
Nursery	\$100	\$100
Youth/Young Adult/CM	\$100	\$400
Weddings & Quinceaneras	<i>Two-Day Rental - Set up day 7am-9pm Wedding Day 7:00am to 9:30pm</i>	
Ceremony – Chapel Auditorium	\$1,000	\$2,000
Ceremony - Courtyard	Renting the Chapel for a Wedding or Quinceañera includes the Reception Hall and Courtyard for these ceremonies	
Chapel Reception Hall	Renting the Chapel for a Wedding or Quinceañera includes the Reception Hall and Courtyard for these ceremonies	
Sound Technician	Required	See rates below
Anniversary Parties or Wedding Reception Only	<i>One Day Rental 9am–9:30pm</i>	
Chapel Reception Hall	\$500	\$800
Chapel Courtyard	Included with the Chapel Reception Hall rental fee	
*Sound Technician	Sound Technician Support is required for any event held in the Chapel Auditorium. Optional for other events.	
<ul style="list-style-type: none"> • Sound Tech rates - \$30 per hour up to 8 hours with a minimum single-day rate of \$120 (4hrs) • Payment to be made directly to the sound tech assigned to the event. 		

For any questions regarding this policy, please contact the Facilities Manager at 970-242-7970,

or email facilities@canyonviewchurch.com.

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