

## **FACILITY USER AGREEMENT**

### **GENERAL:**

For the purposes of this agreement, references to 'facility' include any property of the church building, furniture, or equipment.

No individual, group, or organization may use any church facilities in a manner that contradicts the mission, purpose, or beliefs of Vineyard Community Church.

Under no circumstances shall Vineyard Community Church be liable to the renter for any lost profits or incidental, indirect, special, or consequential damages or costs arising from the renter's inability to use the facilities.

If a renter decides to cancel the event due to inclement weather, Vineyard Community Church will not refund the rental fees.

Scheduling priority will always be given to church events. Consequently, if a VCC ministry requires the gym for a church event, others who are scheduled may be rescheduled or canceled.

Facilities are not available to outside groups for profit-making activities.

Organizations formed specifically for political purposes or engaged in partisan political campaigns are not eligible to use church facilities for their programs.

### **FEES:**

Fees are due once the church staff approves the reservation. For recurring payments, users may choose to make payments monthly, but each month must be paid at least one week in advance.

### **INSURANCE & DAMAGE:**

Each outside group or organization must provide a Certificate of Liability and Property Damage insurance coverage naming Vineyard Community Church as an additional insured party. The certificate must be submitted before the event. If insurance is not available, each participant must sign a participant release form. In the event of damage to the facility, the renter will be responsible for the repair and replacement costs as estimated, or otherwise determined, by the executive pastor and/or operations director, and shall pay the church for such repair or replacement costs upon demand.

### **RENTER GUIDELINES & REQUIREMENTS:**

- The transfer of permission to use the facilities to any other individuals or groups is prohibited.
- Event times must be observed, so renters must factor in setup and cleanup time prior to booking the event. Access to the rented space will not be allowed before the booking start time.
- Only reserved areas may be utilized for the event.
- No animals, except for service animals, are permitted in the building.

- Adults must supervise children at all times.
- The renter is responsible for all conduct, damages, theft, or disturbances associated with the rental event.
- Vineyard Community Church is a smoke, drug, and alcohol-free facility. Cigarettes, including vapes and e-cigarettes, are not allowed inside the building. Smoking is permitted only in designated outdoor areas.
- The renter is responsible for all event setup and cleanup, including returning all items to their original locations.
- The renter must remove all food and trash from the rented space and dispose of it in the dumpster.
- Dumping food in facility sinks is prohibited.
- The use of staples, nails, tacks, and duct tape is not allowed. However, masking tape and painting tape are permitted.
- All decorations and tape must be removed at the end of the event.

### **AGREEMENT:**

The undersigned, on behalf of the individual, group, or organization utilizing Vineyard Community Church facilities, affirms that he/she is authorized to enter into the facilities contract on behalf of the individual, group, or organization with Vineyard Community Church.

In doing so, the undersigned agrees as follows: the individual, group, or organization will hold harmless, indemnify, and defend Vineyard Community Church (including its agents, employees, and representatives) against any and all liability for injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, or property damage that may arise from any person using the aforementioned premises, its entrances and exits, and surrounding areas for the renter's purposes, irrespective of whether such injury or damage results from the negligence of Vineyard Community Church (including its agents, employees, and representatives) or otherwise.

The undersigned is applying to Vineyard Community Church for the use of its facilities and agrees to comply with the policies and procedures outlined in the agreement while exercising utmost care in utilizing the facilities and property. I have read, understood, and accepted all procedures in the rental agreement and supplementary documents for using the Vineyard Community Church facility.