

Candlewood Church Building Use Policy

Who can use the Building for Events

- Use of Candlewood building is available to members of Candlewood Church only.
- Use by non-members is not permitted.
- The Office area is off-limits at all times and cannot be reserved for any events.
- Use of the building is restricted to the locations/rooms specified in the use agreement/application form.
- All requests must be submitted at least 72 hours (3 days) before the event in order to be considered.

Fees for an Event

- All events, excluding ministry-related meetings (such as Small Group, Home Group, all church prayer or pastor-led events, LT, Celebrate Recovery, band practice, Men's Time, Men's Bible Study, Mom's Time, Women's Bible Study, Youth Group and Campus Fellowship) require a refundable deposit within 10 days (or immediately if short notice reservation) of reservation request in order to secure reservation. The deposit will be refunded within 10 days of the event as long as the building has been adequately cleaned, returned to its previous state, and the building use policy followed.
 - Deposit varies based on expected numbers at event:
 - 1-24 people = \$75
 - 25-49 = \$150
 - 50+ = \$250
- Donations for building use are accepted.
- Any events cancelled less than 72 hours (3 days) before the start of the event may not receive their full security deposit.
- All deposits may be made via Venmo (@Candlewood-Church) or check (payable to Candlewood Church). All payments need to be given to Candlewood Administrative Director.

Use of Church Equipment

- Use of the sound, lighting, and production equipment is not permitted unless arranged during the reservation process.
- Use of kitchen appliances (coffee maker, refrigerator, stove, microwave) must be cleaned and returned to their original state after use. Do not leave left over items or food in the kitchen when you leave.
- Only Candlewood personnel who are trained in the use of these items may operate them during the event. You will need to arrange trained personnel.
- You will also need to supply your own coffee, creamer, sugar, stirrers, napkins, ice, etc.
- The drum set on stage is immovable.

Extra Resources

The church building has the following extra resources available for use:

- 10 round folding tables (6 six-foot, 4 five-foot)
- 7 rectangle folding tables
- 4 high top tables
- 104 folding chairs
- 254 padded chairs available only in the auditorium, which can be moved for different seating arrangements
- 1 bar
- 1 buffet

You are responsible for all setup and teardown for your event. All resources must be returned to the same storage area or configuration that you found them. Candlewood does not provide tablecloths, utensils, musical equipment, paper products, coffee, ice, or any food products. You will need to rent any additional tables/tablecloths/chairs/etc.

Wedding Details

If the building reservation is for a wedding, the rehearsal time and setup time will need to be included with your reservation description. Exact hours of use must be specified. Wedding setup is limited to the evening before the wedding due to other building uses. Please keep the number of walkthroughs for planning purposes to a minimum. We recommend taking pictures and sketching layouts during these trips to minimize the need to “look again”. Church must be cleaned the same night of the wedding event.

Decorations

The following items are not allowed for decorations for weddings or any events (including baby/wedding showers and birthday parties) held at Candlewood Church:

- Glitter
- Confetti
- Fire burning candles (please use LED candles)
- Paint
- Nothing hung on walls, from conduit, or lights with nails, tape, command strips, strings, etc.

*All decorations must be approved by the Candlewood Administrative Director. Candlewood reserves the right to refuse other decorations that may not be included on this list.

Before you Leave

Before leaving, please clean up all areas so that they are just like you found them. All areas should be ready to go for the next group using the building after you.

- Chairs and tables returned to previous locations (see fellowship set up form for instructions)
- Kitchen cleaned and trash taken out
- Bathrooms picked up and trash taken out
- Sweep hallways and dry mop hallways
- Spills wiped up and mopped
- All rooms that were used vacuumed (vacuums located in the utility closet)
- All trash taken out and bags replaced
- Power down all equipment
- All lights off

FACILITY USE TERMS AND CONDITIONS

1. All use of the facilities at Candlewood Church is subject to the prior approval of the Candlewood pastors and Building Reservation Management team.
2. A Building Request Form must be completed to receive approval to utilize church property and facility. Use of the church's property is restricted to the areas defined by this approved Building Request Form.
3. Any and all questions regarding building request should be directed to Candlewood Administrative Director.
4. The church property is not to be used for purposes that promote a particular political party or candidate.
5. User agrees that facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the church's faith or moral teachings, which are summarized in, among other places, the church's constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church's faith or moral teachings. The pastors, or their official designee, is the final decision maker concerning use of church facilities.
6. Smoking in the buildings or in the surrounding property is not permitted.
7. Use of alcoholic beverages is prohibited in or surrounding the property.
8. The church building will be unlocked at the starting time of the function, unless otherwise arranged. All functions must end and the church be cleaned and vacated by the designated time.
9. The back doors are not permitted for use during events. All event attendees must enter through the main doors. These will be unlocked by the event coordinator.
10. If minors are to be present, arrangements must be made prior to the event to ensure they are adequately supervised.
11. The renting party and attendees must not engage in any illegal or inappropriate behavior.
12. The facilities must be left in the exact same or better condition than at the beginning of usage.
13. The renting party is responsible for any damage to the building during its use and for or extra cleaning required as a result of its use. The Church, in its sole discretion, may use

such amount of the security deposit to defray any damage costs. Additional costs must be paid by the renting party.

14. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
15. The building may not be used overnight, except for church-sponsored events.

By submitting a request, the renting parties agree to comply with all of the terms and conditions set forth therein. Failure to adhere to such terms and conditions may result in immediate loss of the renting party's privileges to use the church facilities and loss of the renting party's security deposit. This policy must be printed, signed, and returned to Building Reservation Management team.

Signature:

Date:

Approved:

Denied:

Updated 12/3/2019