



## Small Event Policy

Hello!

We're happy that you're considering using the facilities of 24 church for your event. This policy is for small events such as baby showers, wedding showers, and other small outdoor events. Larger events such as weddings are addressed in a separate policy as are uses of the building by non-profit organizations. In order to protect the facilities that the God has given us and the time and abilities of our staff and volunteers, we have established the following policies.

| <b>Pricing</b>                          | <b>Members</b> | <b>Non-Members</b> |
|-----------------------------------------|----------------|--------------------|
| Base Price (due at booking)             | \$25           | \$100              |
| Housekeeping (returned if not required) | \$25           | \$100              |
| Use of Soundsystem*                     | \$10           | \$50               |

\*optional services

### Areas that may be used

- Kids church, the two classrooms within kids church, bathrooms, and the front foyer are the only useable areas. (Food and drink are allowed in these areas.)
- The worship center & other classrooms in the church are strictly off limits because they have been set up and sanitized for the upcoming Sunday services.

### Guidelines

- Booking must be done at least 30 days in advance (\$25 / \$100 due at time of booking)
- Payment of other fees must be made prior to use.
- The \$25 / \$100 housekeeping fee will be returned if the facilities are returned to pre-event condition. This includes taking all trash to dumpsters, sweeping and mopping if needed, removal of food from the building, setting up moved chairs, putting back carpet in kids area (if moved), setting-up tables (if moved), wiping down tables, etc. Please just return things exactly as you found them.
- No alcohol is allowed on the premises.
- All uses of the building must be approved by staff. Usage of the facilities may be refused if it conflicts with scheduled church activities.
- Payments must be made by cash or check (checks payable to 24 Church)

