

# Small Event Policy

Hello!

We are happy that you are considering using the facilities of 24church for your small event or party.

This policy outlines building use for events such as baby showers or Christmas parties. Building use for other types of events is outlined in separate policies. 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:

Pricing	Members	Non-Members
Base Price (due at booking)	\$25	\$150
Housekeeping (due at booking/returned if not required)	\$25	\$100
Use of Sound System (an optional service)	\$10	\$50

## 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 / \$150 due at time of booking)
- Maximum number of hours of use per event is limited to 3 hours. Additional time may be allowed, but must be pre-approved by staff and may incur additional costs.
- Payment of other fees must be made prior to use of the building.
- The housekeeping fee (\$25 / \$100) 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 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)



TWENTY  
FOUR  
CHURCH

## Request for Facility Use/Small Event

Person Requesting Use: \_\_\_\_\_

Type of Event: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

Time of Event: \_\_\_\_\_

Areas To Be Used	Kids Area	Yes_____	No_____
	Foyer	Yes_____	No_____
Optional Services	Use of Sound	Yes_____	No_____
	System (\$10 / \$50)		

Telephone # \_\_\_\_\_

Address \_\_\_\_\_

City\_\_\_\_\_ State \_\_\_\_\_

Zip\_\_\_\_\_

Do you attend 24church? Yes \_\_\_\_\_ No \_\_\_\_\_

If no, please tell us how you found out about our facilities.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Questions should be directed to [Debbie Shearon@24church.com](mailto:Debbie_Shearon@24church.com)  
or by calling 615.969.1557