

Lyons Community Church (LCC) Facility Procedures and Contract for Use

Effective May 20, 2015

1. Purpose and Intent

The purpose of this document is to state the policies that govern the use of LCC buildings and facilities. Anyone considering using the building should read the entire document.

Requests to use the facility may be made by phone (303-823-6245) or through email LCCoffice@lyonscommunitychurch.org. Approval for use is granted in accordance with established rules, limitations and responsibilities.

2. Availability

The availability of church facilities is documented and updated on the church calendar: <https://sites.google.com/a/lyonscommunitychurch.com/www/calendar>. Scheduling priority is given to LCC needs. Each rental will include an authorized Church Event Coordinator, who will assist the users with all facility needs (building access, finding sound equipment, moving furniture, oversee decorating).

3. Weddings, Receptions, Other Religious/Sacred Services for persons unaffiliated with LCC (excluding funerals and memorial services)

Sanctuary and Fellowship Room	\$ 300
Wesley Hall Reception (downstairs).....	\$ 200
LCC Minister.....	\$ 200
Cleaning fee.....	(\$ 100 if you choose not to clean after yourself)

Arrangements are finalized only when an agreement is signed by the person taking responsibility for the use of the facility and by an authorized LCC representative.

Signed contracts and total fees must be received two (2) weeks before the scheduled event.

4. Funerals and Memorial Services for persons unaffiliated with LCC

Arrangements are made on an individual basis and the fees are suggested donations.

Sanctuary and Fellowship Room	\$ 150
Wesley Hall Reception (downstairs).....	\$ 150
LCC Minister.....	\$ 200
Cleaning fee.....	(\$ 100 if you choose not to clean after yourself)

5. **Recitals, Concerts, Plays, Art Openings, Birthday parties, etc.** should be arranged on an individual basis with an authorized LCC representative. A written agreement and fees may apply, as follows:

One to three (1-3) hours, not-for-profit	\$ 35
Four to eight (4-8) hours, not-for-profit	\$ 75
For-profit events	15% of amount raised
Refundable cleaning fee	\$ 100

(Refunded at the discretion of authorized representative if thoroughly cleaned)

6. **Meetings** (community groups, scouts, choral groups, etc.) should be arranged on an individual basis with an authorized LCC representative. A written agreement and fees may apply.

7. Borrowing Banquet Tables and Folding Chairs

For special events, LCC has tables and chairs that may be borrowed. This must be scheduled, arranged, and approved by Mark Boys, who can be contacted by phone (303-823-5885) or by email: mlboys1@yahoo.com. Included are ten (10) 5-foot tables, four (4) 6-foot tables and 70 folding chairs.

8. Rules, Limitations and Responsibilities

The following guidelines apply equally to ALL (affiliated and unaffiliated) users of our facilities:

- Clean-up is the responsibility of the user. Clean-up must occur immediately following the use of the facility. As a general guideline, we ask every user to leave our facility in as good or better condition than they found it.
- If the user prefers not to clean-up after themselves, a \$100 cleaning fee will be assessed. For purposes listed in item #5 above, this fee will be assessed upon reservation of the facility and refunded after its use, as long as the property is left in the state set forth by the facility checklist, at the discretion of the authorized LCC representative.
- No smoking is allowed in church buildings. Possession of alcoholic beverages or illegal substances within the buildings or on church property is strictly prohibited.
- Facilities are not guaranteed until an agreement has been signed by both the user and the authorized LCC representative, the applicable fees have been paid, and the event appears on the electronic church calendar.
- Persons who sign the agreement or make the arrangement for church use are responsible for the conduct of their guests.
- Occupancy of the sanctuary is limited to 90. Occupancy of the sanctuary with adjoining fellowship room is limited to 130. Occupancy of Wesley Hall (downstairs) is limited to 90.

Contract for Use of Lyons Community Church and Its Facilities

I/WE CERTIFY THAT WE HAVE READ, UNDERSTOOD AND AGREE TO ABIDE BY ALL OF THE POLICIES AND PROCEDURES SET FORTH IN THIS CONTRACT AGREEMENT.

Description of use/event: _____

Date(s) of facility use: _____

Time of facility use: _____ Number of guests expected: _____

Any special needs/requests: _____

Signature: _____ Date: _____

Printed Name(s): _____

Address: _____

Contact phone number, email: _____

Signature: _____ Date: _____

Printed Name(s): _____

Address: _____

Contact phone number, email: _____

Signature of LCC Representative: _____ Date: _____

Printed name: _____ LCC Position: _____

Signature required of Pastor or authorized LCC representative to secure binding reservation.