

# True Vine Church Facility Usage Policy

We are glad to provide the facilities of True Vine Church for our members to use. Please follow these policies during that usage--failure to do so may prohibit us from providing the building for your use in the future.

## Prohibited Substances/Items/Practices

- We do not permit smoking within any of the buildings
- We do not permit alcohol on the premises
- We do not permit non-prescription drugs
- We do not permit fireworks on the premises for non-church events
- We do not permit open fires, firepits, bonfires, etc. for non-church events
- We do not permit cooking of any sort in the auditorium building. The existing heat-and-serve facilities in the classroom/fellowship building may be used. Additional heating/warming devices (such as chafing dishes, etc.) may be used with staff permission.
- Service animals are welcome in the building(s), but we do not permit non-service animals
- We do not permit unsupervised minors at any time, for any duration, in any area

## Instruments and AV Equipment

**MOVING OR HANDLING THE INSTRUMENTS OR AV EQUIPMENT IS STRICTLY PROHIBITED EXCEPT BY EXPLICITLY AUTHORIZED PERSONNEL.**

- Instruments and audio visual (AV) equipment may be used during the event only by the ministry lead of that area or by their designee such as a musician or technician. This means that if your event requires music, projection, or any of the other instruments or AV equipment, you must coordinate with the ministry lead of that area or their designee to find one of the current team members that you may engage for that event. For example, if you use the building for an event that requires the use of the sound system, you must ask one of the sound technicians to be present at your event to run the sound system. If no team member is available for your event, you must bring your own equipment (instruments, sound systems, etc.) for your event.
- At no time may wiring or wireless infrastructure be disconnected/rewired. For example, you may not disconnect the projector to connect it to your personal computer, etc. The church musician/technician engaged for the event (see above) may do so in their area of responsibility.
- At no time may things be placed on, attached to, or leaned against any musical instrument or other AV equipment. Instruments and equipment may not be moved.

## Services and Supplies

- Services and supplies such as long distance, stationery, etc. are not free. Please do not print, copy, call, or otherwise use such services and supplies (including coffee, cups, etc.) without permission from staff.

## **Furniture and Decorations**

- Furniture/decorations may not be added to the building without staff permission.
- Some furniture pieces and decorations may be moved in the building with permission from the Council of Elders or the deacon they've assigned as a building steward.

### **Items that may be moved with permission**

- Unattached furniture such as stools, podiums, potted plants, etc.
- Free-standing signage
- Wall-hung items

### **Items that may not be moved**

- Auditorium chairs (our state-permitted occupancy is based on fixed seating)
- Instruments and AV equipment (mics, etc. may be moved with TVC sound technician present)

## **Responsible Usage**

- The members representing the event party are wholly responsible for the usage of the facilities.
- People may not nail, staple, tape, or otherwise mar any part of the building(s) (interior or exterior).
  - The classroom building may be decorated with staff permission
  - The pergola in front of the classroom building may be decorated with permission
  - Signs, banners, etc. may be zip-tied to the signage frames both at the entrance to the property and on the classroom building provided they are removed and disposed of immediately following the event
- Please be aware of our neighbors. We want to maintain our good relationship with them.
- The members representing the event party are responsible to clean the building (including trash removal from the premises) on the same day as the event. The facilities should be in better condition after the event than before.
  - This includes removing trash from the property after cleanup (bags, etc.)
  - This includes removing any and all decorations and/or furniture that may have been used in the event (flowers, candelabras, arches, etc.)
- The members representing the event party are financially responsible for any damages incurred during the event.
- The members representing the event party must report any issues with the facilities such as plumbing problems, etc.
- The members representing the event party are responsible for interacting with local emergency, fire, and police personnel in the event of an emergency. This includes calling to notify the fire responders of false alarms, etc.
- True Vine Church cannot be responsible for private property you may bring onto the premises. Please take care to secure personally-owned property to prevent theft, damages, etc.