

City Harvest Worship Center, Inc.
750 Indian Trail Road
Lilburn, GA 30047

Building Use Policy

City Harvest Worship Center is pleased to make meeting space available to non-profit organizations in the Lilburn Community as our building schedule permits.

I. Policies

- * Church events, groups, and committees of the church have first priority for the use of church space.
- * All groups and individuals using church facilities are to comply with church regulations when using facilities to insure appropriate behavior. Regulations include:
ABSOLUTELY NO SMOKING, NO ALCOHOLIC BEVERAGES, NO USE OF DRUGS (Smoke detectors are located throughout the church buildings. All police and fire truck charges resulting from setting off the smoke detectors are the responsibility of the renting organization.)
- * When a group other than City Harvest intends to **publicize** a meeting or activity, unless there is specific written permission **the advertising must include a disclaimer** that the program is not endorsed or sponsored by the City Harvest Worship Center. The church reserves the right to edit the disclaimer before publication and a copy is to remain in the office.
- * All building reservations should be made with the church administrator via email at admin@cityharvestworshipcenter.org. Room reservations will be accepted up to 3 months before your event with a deposit of 25% of the usage fees. All events do require church program staff approval. Temporary reservations may be made by phone and held for 10 days. A group representative must come to the church office to sign a contract confirming the reservation, room set-up, and usage.

II. Fees

- * Building use fees are to be paid seven days prior to the use of our facilities.

Public Use Fee Schedule:

Sanctuary - No Setup	\$125
Sanctuary – Setup	\$225
Bridge Room - No food, No set up	\$ 50
Bridge Room - 100 people - Setup	\$ 85
Bridge Room - 100+ people - Set up	\$100
Kitchen (There is no dishwasher)	\$ 25
Hospitality Room – no set up	\$ 25
Hospitality Room – set up	\$ 50
Classrooms no set up	\$ 25
Classrooms with set up	\$ 50

Building Use Contract

I Event Information:

Contact Date _____ Event Date _____ Start _____ Ends _____

Set-up time: _____ Room clear by: _____

Name of event _____

Organization _____ Telephone _____

Address _____

Contact Person _____ Telephone _____

Address _____

Church Staff Liaison (if applicable) _____

Type of Use: Meeting _____ Concert _____ Dinner _____ Other (specify) _____

Room(s) Requested

Sanctuary _____ Bridge Room _____ Kitchen _____ Hospitality Room _____

Little Lambs Classroom _____ Joyful Noise Classroom _____

Budding Believers Classroom _____ Middlers Classroom _____

Camouflage Classroom _____ Parking Lot _____

(Indicate preferred room set-up and equipment needs on the reverse side)

Number of People Expected _____ Admission _____ Donation _____

Method of entry _____

Special Equipment Needed: _____

Total Room fee _____

II. Contract

A. In signing this room contract to use the facilities of City Harvest Worship Center on behalf of a nonprofit organization, I accept responsibility that the policies of the church are carried out and that the property of the church is respected as outlined in the Building Use Policy.

Organization Representative Signature _____ Date _____

B. In signing this room use form and receiving the proper fees, the City Harvest Worship Center offers a clean and properly set-up space for your scheduled meeting or event.

We pledge our total quality in everything we do to make your meeting a productive and your event pleasant.

Staff Signature _____ Date _____

(A reminder that the contract is not valid until the church office has signed copies on file.)