

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 usage for events such as baby showers or Christmas parties. Building usage for other types of events are outlined in separate policies, such as: non-profit events (Non-Profit Building Usage Policy), For-Profit events (For-Profit Building Usage Policy), and larger events such as weddings (Wedding Policy). 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.

| Pricing | Members | Non-Members |
|--|---------|-------------|
| Base Price (due at booking) | \$25 | \$100 |
| Housekeeping (due at booking/returned if not required) | \$25 | \$100 |
| Use of Sound System* | \$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 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

Facility Usage for Events Request

Person Requesting Usage of Building: _____

Type of Event: _____

Date(s) of Usage: _____

Time of Event: _____

| | | | |
|--------------------------|--|------------------|-----------------|
| Areas To Be Used | Kids Area | Yes _____ | No _____ |
| | Foyer | Yes _____ | No _____ |
| Optional Services | Use of Sound System (\$10 / \$50) | Yes _____ | No _____ |

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 OR call the church and leave a message: 615-746-0024