



Lakes Area Vineyard Church Building Usage Policy and Rental Fees

The church building and grounds priority is to be used for worship services, meetings, and other events that are in compliance with the bylaws of LAVC, reflect favorably upon the church, and bring glory and honor to God. Dances are not permitted, and wedding receptions are limited to 75 people.

Scheduling Availability and Procedure: LAVC gives priority to LAVC ministry events. We require an Event Request Form to be filled out more than 6 weeks but less than 16 weeks before the event (this provides priority to LAVC ministry related events). Requests made less than 6 weeks in advance will be denied. Requests may also be denied if a site monitor is not available for the date/time requested.

Restrictions: The church may not be used for events that involve fundraising or sales of products and services. Example: you can host a day of scrapbooking, but there cannot be purchase or sales of scrapbook items. You can have a bridal shower, but you cannot have a Tupperware or Pampered Chef representative come and sell bridal gifts.

Alcohol Use: Alcoholic beverages are not allowed in the church or on church property.

Rental Fees (all fees due up front within 1 week of event approval)*:

- \$200 damage deposit (check will be held and returned if no damage is done)
- \$150 cleaning fee
- \$150 site monitor fee for the first 4 hrs and \$25/hr after that (for a staff person to unlock the building, answer questions for the duration of event, and lock up after event is over).
- \$150 sound equipment fee for the first 4 hrs and \$25/hr after that (only LAVC sound technicians will be allowed to run sound. This fee is only applicable if your event requires sound).

**LAVC Receptionist will notify you shortly after your request if there are additional fees. In the event of a cancellation, all fees will be refunded less 30% inconvenience fee.*

Janitorial Fees: Garbage removal, vacuuming and bathroom cleaning are included in rental fees.

Set Up and Clean Up: The person or group renting the facility is responsible for setting up tables and chairs, returning the room(s) used to an acceptable state including but not limited to; tear down of tables, chairs, decorations, etc.

Opening and Locking Up: The site monitor will open and lock the church.

In The Event Of Damage: You will be contacted by an LAVC staff member within 2 business days after the event if there is any damage to the building or any broken items that need to be replaced. You will be billed for damage repairs and/or replacement of broken articles in excess of the damage deposit. Your damage deposit will be returned if the building is left in good condition.

Request Process:

1. Stop by the church office for an Event Request Form or fill out the Event Request Form online between 6 weeks and 16 weeks prior to the event.
2. You will receive notice from the office whether your request was approved or denied.
3. Pay rental fees within one week of approval.

Updated 8.25.2021