

# **Apostolic Center Church**

## **LIFE CENTER POLICY**

### **I. GENERAL**

The Apostolic Center Life Center is an extension of the mission of the Apostolic Church, which is "God Centered, People Centered, and Purpose Centered". It is with this responsibility in mind that the following policies and guidelines have been adopted.

### **II. LIFE CENTER USE PRIORITY**

A. In view of the fact that the LC is considered an important part of AC mission and outreach into the community, the LC is available for use by both Members and Non-Members. Every effort should be made to accommodate Non-Member's requests for scheduling of the LC, but not at the expense of canceling a Members already scheduled event.

B. The LC will not be available for use on Sunday/Wednesday's other than by the Church itself. LC usage is subject to availability according to the Church's online calendar and approval from the Facility Usage Director or designated Church staff and payment of applicable fees.

C. All "Members" who desire a key must go through an "Orientation Class" as well as pay a fee of \$40 for a key fob and \$20 for cards. AC reserves the right to deactivate the members key at any time without notice. Must be 18 years old to have card/FOB.

D. Life Center Hours - Monday - Thursday 5AM - 11PM, Friday - Sunday 5AM - 12AM

### **III. LIFE CENTER RESERVATIONS(SEE USAGE FEES)**

A. To reserve the LC you should contact the Facility Usage Director(FUD) or the designated church staff representative through filling out the Usage Agreement Form on the AC app. The LC Usage Agreement form, LC policies form must be completed and signed prior to use. Payment of any applicable fees is mandatory.

B. Keys, alarm codes and keyless entry access is prohibited to Non-Members.

C. If a Member/Non-Member or Group schedules the LC, they must pay associated fees whether they occupy that time slot or not. No Exceptions.

D. Non-Members who are a regular attendee, but haven't yet become members, can receive member pricing and availability. This would require FUD approval.

E. Rental Availability. The Gym is available for rental (excluding holidays) at all times except for the following:

1. Sundays
2. Wednesday Nights
3. Special AC Service Nights

#### **IV. GENERAL RULES AND REGULATIONS**

- A. All persons using the gym for recreation must sign a liability form.
- B. Smoking is prohibited anywhere on Apostolic Center property. Alcoholic beverages and illegal drugs are prohibited anywhere on the property of the Church.
- C. All use must be confined to the areas requested and approved on the LC User Agreement Form.
- D. Applicants must agree to compensate the Church for any and all damages caused during the event other than normal wear and tear.
- E. The Church will not be responsible for losses of personal property or injuries suffered by individuals or groups occurring during the use of the LC.
- F. For the safety of all children, there should be no running or climbing, unless a normal and customary part of the activity.
- G. Everything used during an event/meeting (chairs, tables, equipment etc.) must be cleaned and/or returned to their original state and location.
- H. There must be adult supervision(18 years or older) when children are present in the LC. It is the responsibility of any adult present to make certain that children remain in the LC. If you bring or drop off anyone under 18 to the LC it is your responsibility for their supervision.
- I. The rest of the Church buildings are considered off limits when the LC is in use.
- J. Apostolic Center reserves the right to refuse LC usage to anyone for any reason at its discretion.
- K. No decorations or the application of materials to the walls, ceiling or floor which will mar, deface or damage these surfaces may be used.(ie, command strips are approved)
- L. Set-up and basic cleanup is the responsibility of the user of the LC. Arrangements for tables, chairs, and any other needed items must be made at the time the LC is reserved. Basic clean up is required. You must dispose of trash into the provided dumpster outside.(No trash left inside the building) unless you are paying a rental fee.

- M. No profanity allowed or lewd graphics. This includes on clothing attire and speech.
- N. Shirts are to be worn at all times and rubber soled shoes for court use. See posted signage for dress code.
- O. Entry and Exit through the LC will only be allowed through the front foyer doors except in the case of an emergency.
- P. No person or group may charge an entrance fee into or profit from the use of the LC unless authorized by FUD.
- Q. Any violation of these rules, regulations and conditions may result in the immediate termination of the right to use the LC or an immediate dismissal at the time of the violation.
- R. There should be no outside food left in the premises. If outside food is brought in while enjoying the LC, it must be disposed of in dumpster on the exterior of the building.
- S. Only FUD and pastoral staff are allowed to adjust/lower volleyball and basketball nets. No dunking or hanging on the rim is allowed on any goal.
- T. Programmed activities have priority over free play.
- U. NO skateboards, hoverboards, rollerblades, hardballs, hockey pucks, baseballs, and softballs are allowed in Life Center.
- V. NO animals are allowed in the Life Center(Service animals allowed with proper documentation)
- W. When LC is being used, there will be no access permitted to the balcony unless authorized by the FUD. The area will be strictly prohibited.
- X. Food and beverages brought in must be approved by FUD.
- Y. If renting the facility there will be a check list form with expectations of renter. FUD will use this when assessing security deposit fee given back and if any additional charges are required.

## **V. LIABILITY**

The use of the LC and any equipment will be at the risk of the participant and/or participants. AC does not assume liability or responsibility for any injury to any user of the LC. AC does not make any express or implied warranty of the premises, the equipment or fixtures. EVERY PERSON WHO ENTERS THE LIFE CENTER MUST SIGN A LIABILITY WAIVER ONLINE OR PAPER COPY.

## **VI. LIFE CENTER USAGE FEES**

The fees as reflected on the LC Usage Policy below: There is one Schedule of Fees for Members and another schedule for Non-Members. A member is defined as someone who has joined AC and are in good standing. (According to AC by-laws and church leadership) This would classify them as a regular attendee and entitle them to Member pricing.

**Apostolic Center LIFE CENTER Usage Fees**

A. Members – LC Rental Fees

- Maintenance Fee- \$50.00(No Exceptions)
- Gym Rental Only - \$75.00 per hour(minimum 1 hour) (Access to two bathrooms)
- Banquet Room-\$50.00 per hour(minimum 1 hour)
- Additional rooms - \$25.00 per hour
- Kitchen will NOT be accessed unless it is an authorized church event.

B. Non Members - LC Rental Fees

- Refundable Security Deposit- \$200.00
- Maintenance Fee - \$150.00(No Exceptions)
- Gym Rental Only - \$100.00 per hour(Access to two bathrooms)
- Banquet Room-\$50.00 per hour(minimum 1 hour)
- Additional rooms - \$50.00 per hour
- Kitchen will NOT be accessed

• Note: The above security deposit is a minimum required for usage up front before the scheduled event is to take place. This will be adjusted upward by the Facility Usage Director depending on the level of usage and equipment requested by the Non-Member or Group.

C. Member/Non-Member who makes a reservation and wants to cancel must cancel 30 days prior to reservation or there is a \$50.00 cancellation fee.

D. Payment - Preferred method of payment is cash/check. If Member/Non-Member wants to use a credit card there will be a 3% convenience fee.

E. Additional Fees-Some available resources require training, setup, and potentially Church representatives to properly run the equipment. Therefore, additional fees for the use of items like the sound system, scoreboard, and the like are to be negotiated between the Church and user.

F. One 8 ft. table and chairs(6) will be included in the fees. Additional tables and chairs will incur a charge of \$20.00 for one 8 ft. table and chairs(6)

Member/Non-Member \_\_\_\_\_ Date: \_\_\_\_\_

