



Fountain of Life

A LIFE CHANGING MINISTRY

Facility Use Guidelines.

I. Qualified Use of the Facilities

In keeping with the Mission and Vision of Fountain of Life Ministries, the Facility's primary use is for the upbuilding of the members of the surrounding community. These Facility Usage Guidelines are provided to inform and educate Fountain of Life Ministries members and non-members about the facilities policy of our Church.

The Facility is secondarily available for use by Fountain of Life Ministries members and non-members for the following:

Weddings, Receptions, Funerals, Seminars, Plays, Concerts, Conferences

Our desire and expectation are that any ministry of Fountain of Life Ministries, individual, group, or organization's use of the Facility and/or equipment is a positive experience that brings honor and glory to Christ by demonstrating and modeling God-honoring stewardship.

The Facilities will **not** be used for political fundraising or functions not otherwise related to the primary use criteria.

The following rules and regulations governing the use of Church Facilities have been created to provide equal opportunity and protect the rights of each Fountain of Life Ministries member. As a member of Fountain of Life Ministries or non-member requesting use of the Facility, you have a responsibility to understand and abide by these guidelines and other rulings. If you have any questions or concerns, please contact the assigned Rental Committee POC.

**NOTE: Use of the public bathrooms is included in the use of any part of the Facility. Any damages incurred will be assessed by the Committee and will be the fiscal responsibility of the applicant.*

II. Scheduling of Facility

All uses of the Facility must be scheduled, in advance, with the Rental Committee. It is the responsibility of the applicant to verify the availability of the requested date with the Committee Staff. The Administrative Office will notify the Rental Committee and a Representative will be assigned. The Committee Member will be responsible for conducting pre-and post-walk-throughs, ensuring all requirements are documented on the Facility Usage Application Form, ensuring agreements are signed, receiving deposits/final payment, and assisting with the Counting Ministry for the event. The Committee Member is also responsible for resolving any issues pertaining to the event.

Location: Fountain of Life Ministries Administrative Office
4015 Triana Blvd
Huntsville AL, 35805
foleventspacental@gmail.com

Copies of the Facility Application and Guidelines are available in the Fountain of Life Ministries Administrative Office or can be emailed upon request. Reservations will be made on a first come, first served basis, and based on availability of space and compliance with the guidelines of this policy. In the case of scheduling conflicts, preference will be given to events best meeting the primary use criteria. Events are not scheduled on an annual basis. A copy of the completed Facility Usage Application and Facility Usage Guidelines is to be signed upon request to use the Facility and provided to the assigned Committee Member.

III. Unlawful Activities

All activities must meet all federal, state, and local government laws. The applicant will bear total responsibility for any and all consequences, including but not limited to, immediate eviction from the Church premises (indoor and outdoor) for any infraction of such laws by any individual or group. Any consequences (Fire Marshall assesses too many attendees or parking in prohibited areas) or fees (training for alarm classes) assessed as a result of unlawful activity during an event, shall be the responsibility of the party granted use of the Facility at the time.



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IV. Fountain Of Life Ministries Physical Properties

All physical properties (chairs, tables, Audio/Video Ministry equipment, musical instruments, microphones, linens, floral arrangements, van, lawn equipment, etc.) belonging to Fountain of Life Ministries must remain in the Facility and are not available to be loaned out, rented, or removed for personal use by either Fountain of Life Ministries members or non-members.

V. Restrictions

The use of the Church Sanctuary Facility is restricted to the areas specified in the Facility Usage Application. Groups obtaining permission for use of specific rooms shall restrict their activities to those rooms and the nearest hallway and restrooms. The Administrative Offices and Kitchen are not included as accessible areas for general use.

Specific room(s) must be requested on the application. Persons using any portion of the Facilities shall not allow guests to roam freely outside of the areas specified in the Facility Rental Agreement. An additional fee, as specified on the Facility Use Application, will be charged for other areas used. Adult supervision and control of children and all youth is always required.

The Facility security system, fire detectors, thermostats, and Audio/Video booths and all equipment therein, cannot be managed or modified in any manner. No fireworks, firearms, tobacco products, Alcohol, illegal drugs, drug paraphernalia or combustibles of any kind are permitted on the premise for any reason. Local authorities will be contacted to remove violators.

VI. Facility Closure

Facilities may be closed and/or reservations canceled when warranted (i.e., special events, maintenance projects, inclement weather, non-receipt of fees).

VII. Parking

Parking is available for guests at the Facility. Handicapped parking is available, offering four (4) spaces on the front entrance of the Church. Parking is free of charge and no additional arrangements are necessary in order to use them. In the event of parking lot overflow, on-street parking is not permitted.

VIII. Fees

All fees must be received no less than seventy-two (72) hours prior to the scheduled date of the event. If payment is not received as required, Fountain of Life Ministries is under no obligation to provide use of the Facilities. Fees are to be paid by cash, money order, or certified check and are paid in the Fountain of Life Ministries Finance Office to the assigned Committee Member.

The fee will include room usage as specified on the application, table and chairs, available service attendant(s), and standard audiovisual equipment (i.e., microphones). Non-Fountain of Life Ministries personnel are not permitted to operate Fountain of Life Ministries A/V Equipment.

Fountain Of Life Ministries will be responsible for providing technical (Audio/Video) support at the time of the requested event as indicated on the application.

IX. Deposits

Usage Fees include a non-refundable deposit as specified on the application. Deposit is due upon completion and receipt of application.

X. Conduct

This is the Lord's House. Therefore, the use of Church Facilities is a privilege. Christ-like conduct and behavior and respect for the rights of others are always expected. Individuals who engage in unacceptable or irresponsible behavior may have their access to Facilities revoked, or modified indefinitely, and/or subject to further Church disciplinary action. No foul language, inappropriate or unlawful activity, or music with inappropriate lyrics, will be allowed on Fountain of Life Ministries' premises.

XI. Attire



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Proper attire must be worn at all times while on the Fountain of Life Ministries premises.

XII. Security

Applicants are responsible for providing their own security during the events – especially monitoring the entrances and hallways and preventing damage by children. One guard per 50 attendees is recommended.

XIII. Food and Drink

Food and drink are permitted in the facility.

XIV. Smoking

Smoking and tobacco products are not allowed on the premises.

XV. Alcohol/Drugs

No alcoholic beverages or illegal drugs may be consumed prior to or while on Fountain of Life Ministries premises.

XVI. Pets

Pets, other than guide animals, are prohibited at the Facility.

XVII. Fundraising

All fundraising events require pre-approval by the Church and a tax-exempt certificate must be on file. Both parties must sign a separate Fundraising Addendum to hold a fundraising event.

XVIII. Advertisement

ALL advertisements (print, media, and social media) for events at the Church require pre-approval by the Fountain of Life Ministries Executive Board.

XIX. Media

Specific approval from the Facility Director is required in advance for any media involvement and the scope of their presence for the event. A designated member of Fountain of Life Ministries must accompany the media persons at all times to control their access to the Facility.

XX. Decorations

Nails, staples, tape, or other fasteners shall not be used on any walls, ceilings, or floors without prior approval of the Facility Director. All decorations must be approved and shall not be attached in a manner that will damage Fountain of Life Ministries properties (walls, floors, furniture, fixtures, etc.). Applicants are responsible for the removal of all fasteners approved for use along with decorations at the completion of the activity.

XXI. Storage

All applicants' property should be removed from the premises at the end of the event. Unless granted approval by the Facility Director, any property left overnight will become the property of Fountain of Life Ministries.

XXII. Liability

The applicant takes full responsibility for the liability of any statements and programs conducted during the event and/or by any guests during the Facility usage. Applicant does not speak on behalf of the Pastor or the Church. Applicant takes full responsibility for all physical and property damage, losses, fees, injuries, and accidents occurring during the scheduled event/activity. Fountain Of Life Ministries is not liable for lost, stolen, or damaged personal items brought to the Church.



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XXIII.

Custodial Services The user will assume full responsibility for cleaning the Facility after his/her event. The Facility must be restored to order within 2 hours of the close of the event; exceptions are at the discretion of the Committee Member/Facility Manager. Following the Facility Clean-Up, an inspection by the assigned Committee Member or designee will be conducted. If the Facility does not pass inspection, it will be noted on the application and additional fees may be assessed. It is the expectation of the Church that Facilities used by any individual or group should be left in the same or better condition in which it was found. This includes the removal of all debris. Trash must be removed from rooms used during the event and carried to the outdoor dumpster.

Those who choose to ignore any of the described Fountain of Life Ministries Facility Guidelines may incur additional fees and will be asked to leave the premises, and/or subsequent requests for use will be denied.



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Application

To be completed, signed and submitted along with Facility Use Guidelines.

Application Submission Date: _____

Type of Event (Please check as many as apply): Concert Wedding Reception Wedding Rehearsal

Baby or Wedding Shower Youth Activity (Primary Participants Under Age 18)..... Indoor Sports Activity

1-Day Seminar Luncheon Meeting

OTHER _____

Event Sponsoring Church or Organization (if other than self):

Event Description:

Applicant Name: _____

Applicant Street Address: _____ Apt: # _____

City _____ State _____ Zip _____

Mailing Address (If Different):

Mobile No.: _____ Evening Phone: _____

Email #1: _____ Email #2: _____

Alternate Planning POC: _____ Phone: _____

Onsite Day-of-Event POC: _____ Phone: _____

Requested Event Date #1: _____		Date #1: Event Start Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Requested Event Date #2: _____		Date #1: Event End Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Comments: _____		Date #2: Event Start Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
_____		Date #2: Event End Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Event Set-Up Day (Check all that apply): <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thur <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun		Set-Up Date: _____	
		Set-Up Time: _____ <input type="checkbox"/> AM <input type="checkbox"/> PM	
Is Event open to the public? <input type="checkbox"/> YES " <input type="checkbox"/> NO "	Anticipated Attendance: _____	Will Admission Fee be assessed? <input type="checkbox"/> YES <input type="checkbox"/> NO Amount \$ _____	Will Event Host lift an Offering? <input type="checkbox"/> YES <input type="checkbox"/> NO



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FACILITY USAGE FEES

**\$200 Refundable Cleaning Deposit &
\$200 Refundable Damage Deposit**

Sanctuary Facility Non-Member Applicants

\$800.00

Sanctuary

&

Includes use of Audio/Visual Equipment

\$1200

Upgraded Usage:

includes 2 Classrooms and Nursey Classrooms and Use of Audio Visual Equipment

Organ: \$50

Drums: \$25

PLEASE CHECK ALL ITEMS THAT APPLY

Technical Support Requests: Sound System Technical/Lighting Audio Visual Instruments

Individual Classrooms: Room #1 Room #2 Nursery Other (Specify): _____

***** Will printed media, digital/email or social media be used as publicity or advertising for event? YES NO *****

ALL media (as above) MUST be provided digitally via email for Approval for Release PRIOR to posting or distribution.

Please submit via email to:

Applicant's

Signature: _____ **Date:** _____



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Requestor Signature and Date:	/Date:
Facility Director Signature of Release:	/Date:

Pre-Event Approval Signatures Required: Original to Facility Director or Trustees Ministry Executive Pastor CFO/Finance Ministry

Post –Approval Copies (Needed for event support planning purposes): Administrative Office Assistant Pastor A/V Ministry

Facilities & Grounds Custodial

Services Music Ministry/Technical Administrator Hospitality Other _____