

**LIFE POINTE COMMUNITY CHURCH**  
**POLICY & RENTAL AGREEMENT**  
**FOR USE OF CHURCH FACILITIES AND PROPERTY**

November 2020

**Introduction**

Life Pointe Community Church is a place of worship and has an active ministry to children, youth, and adults. The Church seeks to have a significant outreach into the community, and we welcome the opportunity to serve through the sharing of our facilities. This *Policy and Rental Agreement* is meant to help you understand your opportunities and your responsibilities.

Quick steps for facility use scheduling:

1. Read this *Policy and Rental Agreement*
2. Agree to the policies and fees
3. Pay the required security deposit by check to City Changers
4. Get approved and on the schedule
5. Pay the fee by check to City Changers in advance of the activity

**I. GENERAL POLICIES**

- A. Conduct:** Life Pointe Community Church respects the rights of others to hold varying beliefs and respects the personhood of all. However, facility use will not be permitted to persons or organizations holding, advancing or advocating beliefs or practices that conflict with the church's or the Nazarene faith or moral teachings which are based on our interpretation of Scripture. Approval of the use of the grounds, facilities, or equipment does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by Life Pointe Community Church. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of Life Pointe Community Church and the Nazarene Denomination. Persons and/or groups using our facilities are expected to exercise reasonable care and judgment to prevent defacement, damage or breakage. The person(s) signing the *Policy and Rental Agreement* shall be responsible for paying costs incurred by the church in cleaning, repairing or replacing any part of the building or its furnishings and equipment which, in the judgment of Life Pointe Community Church, has been carelessly or irresponsibly subjected to more than normal wear and tear by the person(s) or groups(s) involved. The person(s) or group(s) may not use equipment, furniture, furnishing, or parts of the building not agreed upon at the time of the reservation.
- B. Approved Uses:** Life Pointe Community Church facilities may be used for religious, educational, civic, recreational, and/or entertainment purposes when sponsored by a responsible adult over the age of 21.
- C. Scheduling:** The event must be scheduled in advance with City Changers, and a *Policy and Rental Agreement* must be signed and approved by the designated representative. Reservations are not effective until the appropriate security deposit has been paid and the approved and signed *Agreement* has been returned to City Changers. First party to place a

security deposit and sign the contract shall have priority on reservations. The rental fee must be paid two (2) weeks before the scheduled event.

- D. **Cancellations**: All cancellations should be reported to City Changers as soon as possible before the scheduled event is to take place. Deposits will not be returned for cancellation notices that are given less than one (1) week prior to the scheduled event, unless approved by the designated representative.
- E. **Unforeseen Emergencies**: Life Pointe Community Church reserves the right to preempt any facility use in case of emergencies, weather conditions, or other unforeseen circumstances. Notice will be provided as early as possible.
- F. **Standard Starting and Ending Times**: Monday through Saturday 8:00 a.m. through 8:00 p.m. The building must be completely cleared out no later than 8:30 pm to allow the building to be secured promptly and disinfected. Exceptions to these times must be approved in advance and will be subject to custodial and security surcharges.
- G. **Security Deposit**: A security deposit of \$150.00 is required for each rental. If the user meets the responsibilities as stated below, the deposit will be refunded. If the rental terms are not fulfilled, part or all the \$150.00 security deposit will be retained.
- H. **Sanitizing Fee**: For the duration of the Covid situation, all rentals include an additional sanitizing fee of \$25.00. All tables, doorknobs, counter tops, restroom surfaces, etc. shall be disinfected.
- I. **Access**: Life Pointe Community Church staff and City Changers staff shall always have free access to all church facilities during the period of this *Agreement*.
- J. **Alcoholic Beverages and Drugs**: The serving, consumption, possession or use of alcoholic beverages, marijuana, narcotics or any other illegal substance shall not be permitted at any time on church property, including indoor facilities, all grounds and parking lots.
- K. **Smoking**: Smoking is prohibited inside any portion of any building at Life Pointe Community Church.
- L. **Gambling Activities**: Gambling in any fashion is strictly prohibited on church property, including indoor facilities, all grounds and parking lots.
- M. **Bicycles and Skateboards**: No bicycles or skateboards are allowed inside the church facility.
- N. **Storage**: There is no storage available for organizations other than church-sponsored groups. Person(s) and group(s) using the facilities will be responsible for storing their items offsite.
- O. **Final Decisions**: In case of doubt or uncertainty by any outside person(s) or group(s) about the application or interpretation of these regulations, or in our customary practices not specifically mentioned here, City Changers will recommend that Life Pointe Community Church decide the matter and all individuals or groups must abide by the church's directions or forfeit immediately the use of any part of the facilities.

- P. Youth and Children:** Children under the age of fourteen (14) must be supervised by an adult. No fewer than two adults must be present at any time during any program, practice, rehearsal, or event involving children. The adults must be twenty-one (21) years of age or older and must be at least five years older than the children or teens with whom they are working.
- Q. Use of Instruments and Stage:** The great room sound or recording systems may be available upon request. These systems must be operated by the sound technicians approved and provided by Life Pointe or City Changers. Sound, recording, or video equipment provided by the rental group may not be attached to any Life Pointe Community Church sound system through cables or connectors without prior approval from City Changers. Permission to use a piano or any other instruments must be granted by City Changers. Pianos and drum sets cannot be moved. Other equipment and decorations should not be moved except by permission from City Changers. If the stage is to be used for your event, the stage fee will apply.
- R. Parking:** Parking on the church campus is available only during the period that a group has contracted to use the facility. Parking is available on a first-come, first-served basis. Any damage to vehicles is at the owner's expense.
- S. Security:** Life Pointe Church and City Changers work to maintain a safe and secure environment within the facilities; however, no systems are foolproof. We ask that all users pay close attention to personal property and valuables and do not leave them unattended. The church and City Changers are not responsible for theft or damage to personal property either inside or outside the building.
- T. End of Event:** The sponsoring responsible adult is responsible for the security of the facility during the event. After cleanup has been completed, notify the designated representative. As soon as is practical, they will conduct an inspection to assure that the facility is in the same condition as when it was rented. The building shall be secured and locked. The door is self-locking. Please turn off all lights when leaving.
- U. Return of Deposit:** The renter/user is responsible for damages and loss to Life Pointe Community Church facilities and equipment, including but not limited to tables, chairs and kitchen equipment, plumbing and rest room facilities. The deposit will be refunded within two (2) weeks after the event if there are no equipment or building losses, damage and/or additional cleanup required. These charges will be subtracted from the security deposit. Any charges exceeding the amount of the deposit will be billed to the renter/facility user. The renter/user agrees to promptly pay for any loss or damage that occurs during their use of Life Pointe Community Church facilities. Should collections or legal action be taken to collect for damages or fees, these charges will also be billed to the renter/facility user for payment.

## **II. INDOOR FACILITES**

- A.** Indoor facilities are generally rented for periods of 4 hours or 8 hours. Longer rental periods may be requested, and additional fees may apply. The gymnasium may be rented on an hourly basis for approved sports activities.

- B. Indoor facility use includes access to restrooms and to kitchen for cleanup only. Meal preparation, use of appliances and/or the serving of meals require the additional rental of the kitchen.
- C. Indoor facility use includes the access to available tables and chairs. Because the number of tables and chairs is limited, availability cannot be guaranteed. Include “expected need” on the *Agreement* when reserving the facility. Actual number of tables and chairs and decorating time must be given to the scheduler two (2) weeks before the event.
- D. No equipment or furniture (such as tables, chairs, audio-visual equipment, instruments, kitchen or café items, etc.) may be loaned or used off the premises of Life Pointe Community Church.
- E. Only Life Pointe or City Changers personnel will regulate heating and air conditioning. Do not adjust HVAC controls.
- F. Immediately report any damage or problem with the facility to the designated representative.
- G. City Changers will try not to schedule two large events at the facility at the same time.

### **III. DECORATIONS**

- A. Setup and decorating time will be provided prior to the event when possible. Access to the facility is dependent on availability. Arrangements for decorating and/or deliveries must be made in advance with the City Changers representative.
- B. The renter shall supply the decorations, tablecloth, non-breakable table service items and non-breakable containers for beverages.
- C. No decorations may be hung from the ceiling. Existing banners, wall hangings and bulletin boards shall not be removed or disturbed. Decorations, signs, posters, and like materials may not be attached to the walls, doors, and light fixtures or furniture without prior approval and only with approved attachment methods. Thumbtacks, nails, or staples shall not be used to fasten decorations to tablecloths on the tables. All such decorations must be removed immediately and completely following the event. No decorating is permitted in the hallways.
- D. No rice, birdseed, confetti, glitter, and/or funny string may be used or thrown. Soap bubbles are only permitted outside the building. Use of fog machines is prohibited.

### **IV. APPLICABLE FEES**

- A. Fees are based on 1-2 hours, 4 hours, or 8 hours use with times including setup and cleanup. Additional fees may be charged at the discretion of City Changers considering factors such as special setup requirements, number of participants or use of any special equipment.
- B. When the gymnasium is rented for sports activities, no food or drinks (except water) are allowed.
- C. A deposit of \$150.00 per rental must be paid before a reservation is effective. The deposit will be refunded within two weeks after the event if there are no equipment or building damages and/or extraordinary cleanup including but not limited to tables, chairs, kitchen equipment, plumbing and restroom facilities.
- D. Final payment must be paid 2 weeks before the rented date of the facility.

<i>Room</i>	<i>1 – 2 Hours</i>	<i>4 Hours</i>	<i>8 Hours</i>
Gym and foyer	\$115	\$290	\$575
Gym, stage, foyer	\$175	\$345	\$700
Foyer only	\$30	\$60	\$115
Gym, foyer, kitchen	\$175	\$345	\$700
Kitchen and foyer	\$60	\$115	\$230
Small classroom	\$10	\$20	\$40
Large classroom	\$30	\$60	\$115
Nursery	\$10	\$15	\$25
Parking lot	---	\$115	\$230
Sound with technician	\$30 per hour		
Conference room	\$15 per hour (renter sanitizes)		
<i>Janitorial fee</i>	\$30 per hour		
<i>Sanitizing fee</i>	\$25 per rental		
<i>Set-up fee</i>	\$25 per rental (if applicable)		

## **V. LIABILITY**

- A. Indemnification:** The renter/user agrees to indemnify, defend, and hold harmless Life Pointe Community Church, City Changers, and their staffs and members, from any and all claims, actions, demands, costs and fees of whatever nature, for injuries to persons or damage to the property resulting from the rental of Life Pointe Community Church facilities.
- B. Responsibility:** Life Point Community Church staff and City Changers shall not be held responsible for any cancellations, postponements, delay of access, damage to or loss of any property belonging to the renter/user, any participant, guest, spectator or other persons at the event while at Life Pointe Community Church facilities or properties.
- C. Excessive Damage:** The renter/user is responsible for damages and loss to Life Pointe Community Church facilities and equipment, including but not limited to tables, chairs, kitchen equipment, plumbing and restroom facilities. The renter/user agrees to pay promptly for any loss or damage that occurs during their use of Life Pointe Community Church facilities.
- D. Compliance with Terms of the Policy:** The renter/user agrees to be responsible for compliance with these policies for the use of Life Pointe Community Church facilities, and to enforce upon all persons participating in or pertaining to the scheduled event.

**LIFE POINTE COMMUNITY CHURCH**  
**POLICY & RENTAL AGREEMENT**  
**FOR USE OF CHURCH FACILITIES AND PROPERTY**

January 2021

**ACCEPTED BY**

Person, group or organization: \_\_\_\_\_

Desires the use of: \_\_\_\_\_

On the date(s) of: \_\_\_\_\_ during the hours of: \_\_\_\_\_ to: \_\_\_\_\_

for the purpose of: \_\_\_\_\_

We agree to pay the rental fee(s) of: \_\_\_\_\_ and the deposit of: \_\_\_\_\_ by  
check, in advance. Check #: \_\_\_\_\_

We agree to pay for all damages done to the property while in our use, normal wear and tear  
excluded.

We will need access to the building to set up at: \_\_\_\_\_

We have read the *Policy and Rental Agreement* and agree to comply with its provisions.

Signed: \_\_\_\_\_ Printed: \_\_\_\_\_

Phone number: \_\_\_\_\_

Address: \_\_\_\_\_

Date: \_\_\_\_\_

Contact person for event (if different than above): \_\_\_\_\_

Phone number: \_\_\_\_\_

Any additional items needed or special requests are listed on the back of this page

Approved by Life Pointe or City Changers representative: \_\_\_\_\_

Date: \_\_\_\_\_ Deposit return date: \_\_\_\_\_ Check #: \_\_\_\_\_

Emergency contact: Sharon Taylor 317-730-4401  
Beth Phillips 317-523-2928  
Jim Taylor 317-670-0411

City Changers mailing address: 480 St Clair Street, Suite C, Mooresville, 46158

## **EXCEPTIONS AND ADDITIONS TO THE RENTAL AGREEMENT FOR REPEATED RENTALS**

November 2020

Ongoing rentals such as athletic team practices and regular classes require repeated use of the Life Pointe facility. In order to keep the prices and fees reasonable for the ongoing renter, the following exceptions and additions will be applied:

- A reduced price of \$50 for up to 1.5 hours of gym time for each use. (Ongoing use of classrooms may also be adjusted.)
- For athletic teams using the gym, only coaches and players will be allowed in the building. Parents and other family members can drop off at the door and wait, or return at the end of practice to pick up.
- Each renter will clean up any trash left over, and leave the building as they found it.
- Each renter will need to sanitize the area after their use.
- Each renter will need monthly approval from City Changers to continue the rental. This will usually be a formality, but City Changers reserves the right to allow a previously scheduled church or community activity in the space. If this occurs, City Changers will attempt to work with the renter to make up on another day or time.
- For rentals on Thursday, Friday, or Saturday, it may be necessary for the renter to set up the gym furniture for the Sunday morning service. If the renter is willing to do the set up as required by Life Pointe Church, a description will be provided. If the renter is unwilling or unable, a set-up fee of \$25 per instance will be required.
- Each renter will pay a security deposit before the first rental; any unused portion will be returned after the last rental.