

Rush Creek Church Facility Usage Policy
Main Office: 2350 SW Green Oaks Blvd
Arlington, TX 76017 | 817-468-7729

Thank you for considering RCC for your event. You are responsible for communicating all information/requirements to your party, family members, and service providers including florist, caterers, musicians, and photographers. Be aware the payment of fees for services rendered by any third parties associated with your activities should be made directly to those individuals who are not a component of this contract.

Our goal is for you to have an enjoyable, safe, and memorable event. This agreement and policy will help ensure you and others will have facilities in the future for your events.

Section 1: Facility Fees for Building Usage

Facility Rates:

- All fees are due 2 weeks prior to the event. Should the event be less than 2 weeks away, fees will be due immediately.
- Checks should be made payable to: Rush Creek Church.
- The rate listed above does not include any incidentals or damages.

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Section 2: General Policy

1. Policy Statement for Facility Usage

- a. The purpose of the Facility Use Agreement is to ensure that facilities of RCC are utilized for meetings and activities which are recreational, social, education, or civic in nature, offering services of interest and need to the community, Interpretation of any facility policy shall be made by a representative of RCC.
- b. RCC facilities contracts are available to all individuals and groups that are compatible with denomination principles. RCC reserves the right to decline reservation requests.
- c. Outside groups and individuals are expected to pay the appropriate fees for use of facilities as outlined in this contract.
- d. The calendar is maintained by the Facility Department. Please check calendar prior to publicizing any event due to other contracts, weddings, memorial services and other events that may already be scheduled. RCC is not responsible for any costs incurred by your due to advance scheduling of your event prior to a signed contract.

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2. Cancellations

- a. Cancellations must be submitted by the applicant in writing, email preferred. Date of cancellation receipt is dependent upon when the notification arrives in the church office, not when it is sent by the applicant. The applicant should call the church office to confirm receipt of a cancellation notice.

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3. The Facility -

- a. ROOMS/BUILDINGS - our facilities are available to use by external organizations who agree to comply with the provisions of this agreement.
- b. RULE OF LAW - users of the facility shall observe, obey, and comply with all applicable city, county, state and federal laws, rules, and regulations. RCC facilities shall not be used for the purpose of advancing any doctrine or theory which is subversive under the constitution of the United States of America. Violation of any portion of facility used contract may result in the security deposit.
- c. DECORATIONS - Decorations may not be affixed, nailed, taped, etc. to the walls, doors, windows, window coverings, chairs, carpet, brick, wood, painted surfaces. Advance

written agreement from the RCC property representative is required for any decorations or signs outside of the building.

- no helium balloons, glitter, hey candles, boas, feathers, or confetti are allowed in any RCC facility
- Flowers are permitted with prior approval
- facilities, fixtures, furniture, landscaping, and equipment, etc. shall be left in the same condition as they were prior to the activity.
- Please ensure that all attendees to your event respect our facilities, equipment, buildings, landscaping, etc.
- If you bring an item into the facility, you are required to remove it.

d. PROHIBITED ITEMS –

- a. No fireworks, sparklers, or similar guidance are permitted.
- b. Fog machines or open flames, including candles are not permitted at any RCC facility.
- c. Outdoor barbecues are only permitted when preauthorized by RC through the facility use application process
- d. No mechanical bulls.
- e. Bounce houses that are not supplied by and setup and torn down by a vendor
- f. FIRE ALARM – If applicant or applicant's guest causes the fire alarm to engage, any costs associated with the alarm, alarm company or fire department shall be the responsibility of the applicant and first be taken from the security deposit.
- g. OPENINGS / CLOSING THE BUILDING - the facility staff assigned to your event will open and close the

building. At the end of your event exterior doors will be locked.

- h. HEAT AND AIR-CONDITIONING - thermostats are set remotely. Please contact the facility staff at your event should you need the temperature adjusted.
- i. WINDOWS - windows are not to be opened for any reason. Please contact the facility staff at your event should you need assistance regarding a window.
- j. SOUND SYSTEM - if you need a sound system for your event you will be assigned to a Rush Creek sound technician who will accommodate your needs. The charge for the sound system is included in the fee you have been given. Under no circumstances should anyone other than RCC sound technician/staff touch/operate any sound equipment.

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6. Event Supervision/Security

- a. A RRC facility staff is required for the entire supervision of your event. The number of Rush Creek facility staff is determined by the number of attendees of your event.
- b. A security guard is required for any event that has more than 100 attendees.
 - 250 or more attendees will require two security guards.
 - 500 or more attendees will require two security guards and one police officer from the city in which the event is held.
 - Each additional 250 expected attendees will require an additional police officer from the city in which the event is held.

- Fees for the security guard(s) will be included in the fee.
- c. The applicant must be present during the entire contracted. And must be available to review both a pre activity and a post activity checklist with the RCC facility staff.
- d. RCC facility staff have the authority to curtail an event if violations of this policy are present and are not corrected after one warning is given. In this case, all fees and deposits will be forfeited.

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7. Available Equipment & Set Up

- a. Your agreement for facilities usage includes available tables and chairs in that room or floor of the building. Tables, chairs, and other fixtures may not be moved to and from other non-contracted rooms.
- b. Applicant is not responsible for setup of the facility for an event. All set up and tear downs are performed by the RCC facility staff at the event.
- c. Applicant is responsible for leaving the facility to its original condition upon arrival. Failure to do so will result in forfeiture of security deposits and/or potential loss of privileges for future use.
- d. RCC representatives are not permitted to move any equipment or furnishings supplied by the applicant unless said equipment is left past agreement and prohibits regular RCC usage of a room/area.
- e. Due to limited space, storage for outside meetings will not be permitted prior to an event or after an event without approval of RCC facility staff.

- f. Applicants may not bring in any equipment that cannot be easily carried or rolled into the facility. Equipment may not be dragged across the floor.
- g. Products such as plates, glasses, cups, etc. are not included. You are responsible to bring any of these items or any dishes that you plan to use during your event or meeting.

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10. Vehicle Parking

- a. Free parking in designated spaces is provided as part of the contracted agreement.
- b. Vehicle parking is allowed in marked or authorized parking areas only. *Vehicles not parked in marked or authorized parking may be towed away.*
- c. Vehicles may be parked for unloading and loading of supplies prior to or after an event. The vehicle must be moved to authorized parking after the vehicle has been unloaded/loaded.
- d. Vehicles may not drive onto or park on any non-paved areas.

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12. Facility Clean Up Procedures

- a. The cleaning of the facility is the responsibility of the RCC facility staff scheduled for your event.
- b. Stains from food and beverages that require professional cleaning, will result in additional expense to RCC, will be charged directly to the applicant.
- c. All decorations and catering equipment must be removed and taken away and all trash must be placed in trash cans.
- d. Any food, beverages or other items left in the facility will be disposed of.
- e. The following are not allowed: helium balloons, glitter, hay, candles, boas, feathers, and confetti.
- f. Flowers are allowed upon approval by the Rush Creek Facilities Team. All décor must be discussed with Director of Facilities or his Assistant prior to event.

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13. Miscellaneous

- a. RCC staff is not allowed to accept or sign for any deliveries. If a delivery is made, the RCC staff are not responsible for delivered items. Items cannot be left in the facility at the conclusion of the event and must be removed prior to vacating the facility.
- b. Caterers and/or other subcontractors hired by the applicant to work during the facility usage are required to follow all provisions of this agreement. Applicant is responsible for conduct of caterers and other subcontractors

- c. Applicant must limit the number of guests to the amount specified on the contract under the estimated attendance.
- The number of guests includes band members, caterer, and guests.
 - Attendance numbers larger than stated on the contract may result in event being terminated early, as directed by RC staff.
 - Prior to terminating an event for this reason, RCC staff will bring this issue to the attention of the applicant to provide applicant the opportunity to remedy the situation in a timely manner.
- d. No animals except for assistance animals, will be allowed inside RC facilities or on the grounds.
- e. All activities must comply with existing noise ordinance.

_____ **INITIAL** **DATE:** _____

SIGNATURE OF APPLICANT: _____