

Policies for Use of the Facilities:

1. If there is need to use the public address sound system, it is necessary to contact the authorized technician in order to contract for his/her services. The church office (979-297-8356) can provide the name and number of the sound technician.
2. No rearrangement of the musical equipment on the stage is allowed without prior permission (contact the church office for permission).
3. All personal items and decorations must be removed immediately following the use of the church facility. Hope Fellowship is not responsible for any items left on church property. Decorations left over night may result in loss of part or all of the deposit.
4. No decorations may be attached to the walls or ceilings.
5. Non-members must use the janitor/custodian provided by the church for set-up and clean-up (see fee below).
6. No rice, petal flowers, confetti or birdseed may be used inside any of the buildings. Birdseed or bubbles only may be used outside the church buildings.
7. There are to be no alcoholic beverages of any kind on the church property (including parking lots). Violation of this policy **will** result in the loss of the damage deposit in full.
8. No food or drink is permitted in the Sanctuary.
9. If the nursery facility is used, at least one paid nursery worker on the Hope Fellowship Approved Worker list must be used along with a second paid or volunteer worker. The nursery checklist (in the nursery) must be followed, and trash, diapers, etc. should be taken to the outside trash dumpster.
10. All rooms and spaces used should be left clean and set up as they were found.
11. For weddings, the terms of the separate "Wedding Use Supplement" also apply.

<u>Fees</u>	<u>Non-Members</u>	<u>Members</u>
Damage Deposit (Refundable) ¹ :	\$250	\$250
Usage Fee ² :	\$200	NA
Cleaning and/or setup Fee ³ :	\$100	_____ (See Below)
Total Fees:	<u>\$550</u>	_____

¹ Damage Deposit is refundable if the premises are left in a clean and usable fashion (also see #7 above). Any damage to the property as the result of any event will be deducted from the deposit. If the cost to repair any damage exceeds the deposit, the individual or group is responsible to reimburse Hope Fellowship for the repairs. The Damage Deposit may be waived for members in good standing of Hope Fellowship.

² Usage Fee is established per event to compensate for utility usage, maintenance and wear and tear. This is based on the presumption that the length of the event is less than ten (10) hours from opening to closing including clean-up. This fee also includes one rehearsal and/or decorating period presumed to be less than five (5) hours. The Usage Fee is waived for members in good standing of Hope Fellowship.

³ For members, a cleaning fee of up to \$100 may be required for any non-ministry or wedding event held after Wednesday evening (Thursday is janitorial service day) if the nature of the event would likely require additional cleaning before Sunday services. Extra cleaning required for church ministry sponsored events will be charged to that ministry.