**USAGE POLICY FOR RESERVING STABLE LIFE WORSHIP CENTER
 FELLOWSHIP AREA/WORSHIP CENTER
Guidelines effective at new location 520 Blue Ridge Street, Inman, SC 29349**

Before reserving the building, please read and agree to the following terms and conditions. Only Stable Life Worship Center members may reserve the building. If a non-church member wishes to reserve the building they may do so, however, they must have a church member reserve the building on their behalf and act as the responsible party.

The fellowship area (Gathering Room) is for events with up to 80 attendees. If you are expecting more than 80 in attendance you will need to reserve both the fellowship area (Gathering Room), as well as, the Worship Center. Utility fees will be doubled when combined usage is necessary. Kitchen equipment and appliances include: Ice maker, refrigerator/freezer, stand-up food warmer, commercial sink, microwave & coffee maker. **NOTE**: There is no stove/oven range in the fellowship area (Gathering Room)

1. **UTILITY FEE:** **A utility fee of $15/per hour of usage will apply to all non-church ministry related events.**

**(Hourly usage fee will be calculated and payable after the event).**

1. **A $100.00 refundable deposit must be paid ten days prior to the event**. Refundable deposit will be returned provided that there is no property damage and the building is properly cleaned.

**CLEANING CONSISTS OF:**

1. Thoroughly sweeping and/or vacuuming all floors used during the event.
2. Thoroughly mopping restrooms and all hard surface flooring used during the event.
3. Cleaning the restrooms.
4. All trash should bagged and removed from the property.
5. Any chairs that are moved or rearranged must be placed back in the original location and cleaned of any food etc.
6. Tables used for the event must be cleaned and returned to their original location.
7. **NOTE:** **Please DO NOT remove** anything that is attached to the walls in the gathering room or any décor items located on the cabinets or shelves in the gathering room.
8. No alcoholic beverages on the property.

No smoking inside the building.

Profanity shall not be tolerated on church property.

1. **WEDDINGS:** All of the above terms and conditions will apply to all weddings. No wedding will take place on Stable Life property without a consent and approval of the church pastor.
2. If sound and video equipment is needed for your event, it must be operated by one of the trained and designated sound technicians at Stable Life. (Gratuity $20/hr.)

**NOTE:** No fees will apply to funeral services. Preparation and clean-up for funeral services will be conducted by the church’s Bereavement Committee.

1. If you have reserved only the fellowship area (Gathering Room) the two large roll up doors accessing the Worship Center must remain closed.
2. Do not take food into any of the classrooms.
3. Do not set up any tables or take food into the Worship Center, unless you have reserved both the fellowship area (Gathering Room) and the Worship Center.

The front and rear porches are for your enjoyment. We do however, respectfully ask, that no food or trash be left in the porch areas.

**I/We agree to the above terms and conditions regarding reserving the SLWC buildings**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Signature) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_(Date)**