

God has blessed us with a large, multi-functional facility. We are honored that you are considering allowing us to serve as your hosts. We are committed to ensuring that your event runs smoothly. In turn, we ask that you comply with the guidelines outlined below:

- All events must be scheduled through the church office; proper forms filled out, signed, and returned; and deposits paid before an event is added to the master calendar.
- Events other than weddings must be scheduled at least 2 weeks but not more than 60 days before the event.
- Activities are to be kept within the agreed upon times and all activities are to be finished by 10:00 pm and the facility evacuated by 10:30 pm Sunday through Friday.
- Anyone using the **Family Life Center** on **Saturday** must clean up and depart the building **by 5 pm** so that the building can be prepared for Sunday services.
- Anyone using the **Auditorium** and/or **Lobby** on **Saturday** must clean up and depart the building **by 8 pm\*** to prepare for Sunday services. \*Certain events might require an earlier check out due to custodial needs or additional set up for Sunday services and/or events.
- Event clean up/item removal must occur on the day of the event.
- In the event of an emergent need, for example a funeral, groups may be relocated to another area of the building to accommodate the situation. We will notify groups of these changes as soon as possible.
- A Downtown Church approved A/V tech is required for all audio/visual needs.
- Downtown Church does not provide live streaming services for events.
- **No alcohol, tobacco, firearms or illegal drugs are allowed on church property.**
- Use only the areas of the facilities that you have reserved to avoid additional fees.
- An adult must supervise any children less than 18 years of age.
- Inflatables for in/on play are not permitted on the DC campus (slides/bounce houses, etc.).
- **Harding social clubs must have a sponsor present at all times.** This is a Harding rule as well as a Downtown rule. The sponsor is responsible for ensuring all guidelines are followed, equipment is used properly, facilities are cared for, overseeing cleaning checklist, locking the facilities, and returning keys to “drop box” outside church office. The sponsor must attend the entire event. It is not permissible to for a social club to reserve the facilities for events during “club week” or for Spring Sing practices. Club sponsors & students are responsible for the club following the HU code of conduct during their event.
- For your safety and security reasons, please refrain from propping outside doors open or leaving doors unattended.
- Please check with the office *before moving furniture or decorations*. If approval is granted, please return items to their original places. All furniture should be carried or moved by dolly, not slid on flooring.
- All decorating plans will need to be pre-approved through the office.
- **Do not attach anything to walls, ceiling or doors** as this has caused damage in the past.
- In the event of damages to the building or facilities, please report it to the office ASAP.
- Food is to be kept in the areas reserved for eating purposes. If food is eaten and waste is thrown in the trash cans, the **bags must be disposed** of in the dumpster behind the Family Life Center.
- Please return all tables and chairs to their original stored areas. When staff is available, an additional setup/teardown fee can be added if you would like this done for you.
- We trust that upon evaluation of the used facilities, the timeliness of departure, and the return of any keys, that the guidelines will have been followed to avoid any additional fees or loss of deposits.
- Please follow and complete the attached Clean Up Checklist and leave in designated area.