



VILLAGE BIBLE CHURCH
Sugar Grove Campus

Building Use Policy & Procedure

847 N. State Rt. 47
Sugar Grove, IL 60554

Building Use Policy & Procedure

We are thankful for the blessing God has given us of our church buildings and desire to use the buildings to bring glory to the name of Jesus Christ – through our own ministries and also through other appropriate uses.

While church activities take priority when reserving equipment or space, we are happy to consider your request to use our facilities. Please do not apply if your event would violate our convictions of morality or faith.

The reservation process is as follows:

1. Submit a request at least one month prior to your event (but not more than 6 months prior).
2. Indicate the type of event and what equipment is needed in the room(s). If the gym is requested, this could include backboards up/down, volleyball nets...
3. State your purpose and the number of people you expect to participate.
4. Liability:
 - a. Organizations: Provide proof of liability insurance.
 - b. Individuals: Sign a waiver releasing VBC from any responsibility related to injuries sustained in our facility or on our grounds.
5. Agree to abide by all policies of our facility.
6. Reservation approval and confirmation will be provided within two weeks of request.
7. Once the event is approved, fees must be paid in full to finalize the reservation.
8. When reserving multiple blocks of time on the same day, reservations will be considered continuous, unless there are blocks of 60 minutes or more in between that can be used by another group.
9. Cancellations made 30 days prior as well as weather related cancellations will be refunded or credited towards future rentals. (Cancellations made less than 30 days will not be refunded or credited towards future rentals.)

We look forward to the possibility of partnering with you for your upcoming event.

Building Use Policy

Village Bible Church desires to be a family of growing believers committed to glorifying God by reaching our world with the life-changing Gospel of Jesus Christ.

Members of VBC seek the heart of Jesus through a personal relationship with Jesus; that, in turn, leads to our being His hands in our community and beyond. Indeed, it shapes everything about our lives, how we live each day, how we love other people, and how we serve those around us, all of which we do in Jesus' name.

To fulfill this Christian commitment to serve, following the example of Christ, VBC will make its facilities available to church and service groups both inside and outside of our church family. The facilities may be used by non-member groups and individuals as outlined in this policy. VBC regards this non-member use as part of the church's service to our community. We reserve the right to consult with the church elders as to whether or not a group may use its facilities.

This policy will outline who may use the facility, rules for use of the facility, and fee and deposits for building use. Background information and references beyond that described in this policy may be requested if needed.

The following guidelines are set forth for building and facilities usage:

1. Who may use the church (in order of priority)
 - a. VBC church groups or church members using the facilities as part of the ministry of the church.
 - b. Service and charitable organizations (Hospice, Blood Banks, etc.) will be considered for use without charge for short-term use only.
 - c. Outside social, civic, educational, and non-service groups, or individuals using VBC facilities for activities may be charged a facilities usage fee, custodial services fee, and a host/hostess fee.
 - d. VBC members may reserve church facilities per the approval process.
2. Who may not use the church
 - a. Partisan political groups
 - b. Organizations whose activities are in conflict with the mission and doctrine of Village Bible Church.

When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- No other rooms except the one(s) reserved may be used.

- Children must not be left unattended in the building and must be directly supervised by an adult at all times.
- Guests attending your meeting or activity must not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is the responsibility of the guest to empty trash cans to the appropriate outside dumpster, replace trash bags, and general house cleaning (vacuum/sweep) of the area(s) used.
- All decorations and signage used for your meeting or activity must be approved by Village Bible Church at least one week before your event date. The following materials may not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- The room requested may not have regular ministry materials, furniture, or equipment removed.
- All functions will be finished and cleaned up by 10:30 pm.
- Instruments or stage areas may not be used.
- NO liquor or any alcoholic beverages shall be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed, the entire building is a smoke-free environment. Smoking is allowed outside beyond 10 feet of the exits assuming waste is not left outside.
- Organizations requesting use will provide a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, reserving guest agrees to indemnify or reimburse Village Bible Church for the cost of repairs or replacement.
- Guests agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. Guests also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.

Village Bible Church, Sugar Grove – Building Use Fees

Athletic Games (2 hour use)

Includes the use of the Gym, restrooms, and chairs.

Entrance doors: gym entrance doors

- Members = \$100, additional hourly rate is \$50/hour
- Non-Profit = \$130, additional hourly rate is \$65/hour
- Profit = \$160, additional hourly rate is \$80/hour
- Events over 100 people require an event coordinator. Event coordinator fee = \$40/2 hour game
- Special arrangements can be made for the use of the scoreboard, volleyball and/or basketball equipment.

Athletic Practices

Includes the use of the Gym and restrooms only. Use of the kitchen or classrooms not included.

Entrance: gym entrance doors.

No event coordinator needed

- Members = \$30 for the first hour, \$15 for each additional hour
- Non-Profit = \$40 for the first hour, \$20 for each additional hour
- Profit = \$60 for the first hour, \$30 for each additional hour

Banquet (3 hours)

Includes the use of the Worship Center, Foyer, Kitchen, and restrooms.

Entrance doors: main entrance doors

Two AV team members will be provided to run AV equipment during the event. (3 hours)

Set up and clean up fees included.

Requires an event coordinator. The event coordinator fee is built in.

- Members = \$510
- Non-Profit = \$620
- Profit = \$760

Classroom Event

Entrance doors for the event will coordinate with the portion of the building being used.

- Members = \$10/room for the first hour + \$20 lockup fee + \$20 janitorial fee, \$8/room for each additional hour
- Non-Profit = \$12.50/room for the first hour + \$20 lockup fee + \$20 janitorial fee, \$10/room for each additional hour
- Profit = \$15.50/room for the first hour + \$20 lockup fee + \$20 janitorial fee, \$13/room for each additional hour

- Events over 100 people require an event coordinator. Event coordinator fee = \$20/hour

Co-op Groups (weekly classes)

Rooms that can be used may vary due to other events occurring at the same time. Possible rooms that can be used include: Kitchen, Gym, Library, The Hub, The Commons, Rooms 105 - 110 (excluding Rm 108), Rooms 119-123, Upstairs classroom, Upstairs fireplace room, restrooms.

Entrance doors for the event will coordinate with the portion of the building being used. Set up and clean up of spaces used are the responsibility of the co-op group. Village Bible Church staff must be present.

- \$2 per person/per meeting
- Person count includes students and adults who remain on the premises during the meeting time.

Parties (Anniversary, Baby Shower, Birthday, Bridal Shower, Graduation: 3 hours)

Includes the use of The Hub, Kitchen, and restrooms.

Entrance doors for the event will coordinate with the portion of the building being used. Set up and clean up fees included.

Rental fee includes 30 minutes prior to the beginning of the event for individuals to decorate and 30 minutes after the event to remove decorations.

- Members = \$65, 50-100 people there is an additional fee of \$25, over 100 people special arrangements will be made
- Non-profit = \$80, 50-100 people there is an additional fee of \$30, over 100 people special arrangements will be made
- Profit = \$100, 50-100 people there is an additional fee of \$40, over 100 people special arrangements will be made
- Gym use can be added for an additional \$50
- Events over 100 people require an event coordinator. Event coordinator fee = \$60/3 hours

Weddings & Receptions– Members Only

Refer to Village Bible Church Wedding Policy

Funeral - Members Only

Refer to Village Bible Church Funeral Policy

Policy and prices are subject to change.

5/22/2024

Complete the front portion of the rental request form and sign the building use policy. Turn in both forms to the VBC church office.

Facilities Rental Request

Requested by: _____ Type of Event: _____

Event Date: _____ # of People: _____

Event Time: _____ Unlock Time: _____ Lock Up Time: _____

Which of the following best describes your event as explained in the Building Fees section?

- ☐ Athletic Game ☐ Athletic Practice ☐ Banquet ☐ Classroom Event
- ☐ Co-op weekly meeting
- ☐ Party (☐ Anniversary ☐ Baby Shower ☐ Birthday ☐ Bridal ☐ Graduation)
- ☐ ADD Gym use to Party reservation (additional rental fee applies)

Requested Room Set Up (Additional fees may apply. **All requests are subject to approval.**):

White folding chairs: # _____ Round tables: # _____ 8 foot tables: # _____

6 foot tables: # _____

Round black tablecloths (additional \$10 rental/cleaning fee per tablecloth): # _____

Requested AV Needs (Check all that apply. **All requests are subject to approval based on availability**):

- ☐ Microphone ☐ Visual slides ☐ Lighting ☐ Live Music
- ☐ Recorded Music ☐ DVD Player ☐ Chrome Cast

I, the undersigned, agree to rent the above listed area(s) under the attached terms and conditions. I agree to pay any additional costs associated with damages/loss that occur as a result of our rental. I also agree that Village Bible Church will not be held responsible for any personal injury, theft, or damage to personal property of those renting the facility.

- ☐ I understand, and agree to, the guidelines set by Village Bible Church for the use of its facilities.
- ☐ Organization use: Certificate of Insurance is attached.

Signed: _____ Date: _____

Daytime Phone: _____ Evening Phone: _____

Email address: _____

FOR OFFICE USE ONLY

Event Coordinator needed: YES NO

Name of Event Coordinator secured: _____

☐ Set up/Tear Down needs coordinated with Building Maintenance

Person responsible for set up/tear down: _____

Person responsible for building unlock/lock up: _____

☐ AV team secured

Person(s) responsible for AV: _____

Rental Fee: _____

Security Deposit: _____

Payment Received: _____

Type of Payment: _____

Date of Approval: _____

Approved by: _____

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When having a private meeting or activity at Village Bible Church the following guidelines must be followed.

- I recognize that Church activities have priority when reserving equipment or space. VBC members have priority over non-members.
- The premises shall be used only for the purpose designated.
- I will not use other rooms except the one(s) reserved.
- Children will not be left unattended in the building and will be directly supervised by an adult at all times.
- Guests attending my activity will not participate in any activity or behavior that is against the Village Bible Church statement of faith or doctrinal teachings.
- Unless otherwise arranged, it is the responsibility of the guest to empty trash cans to the appropriate outside dumpster, replace trash bags, and general house cleaning (vacuum/sweep) of the area(s) used.
- All decorations and signage used for my meeting or activity will be approved by Village Bible Church at least one week before my event date. The following materials will not be used during the event: super glue, red liquid, glitter, bleach, or any chemical that could cause permanent damage to the room.
- I understand that the room requested may not have regular ministry materials, furniture, or equipment removed.
- My event will be finished and cleaned up, and all persons associated with the event will be out of the building by 10:30 pm.
- Instruments will not be used.
- No liquor or any alcoholic beverages will be served or brought onto the premises.
- Smoking in the building or within 10 feet of the exits is not allowed; the entire building is a smoke-free environment. Smoking is allowed outside, beyond 10 feet from the exits, assuming waste is not left outside.
- Organizations: I have provided a satisfactory form of insurance certificate, naming Village Bible Church as an additional insured, prior to any use of the facilities.
- In the event of damage, I agree to indemnify or reimburse Village Bible Church for the cost of repairs or replacements.
- I agree to indemnify and hold harmless Village Bible Church for any injury or harm to persons that could result from use of the facilities. I also agree that Village Bible Church bears no responsibility for the loss or theft of any participant's personal property while using the facilities.

Your signature below confirms that you understand, and agree to, the above guidelines set by Village Bible Church for the use of its facilities.

Print Name

Sign Name

Date