



Facilities Usage Guidelines & Responsibilities

It is the intent of LifeSpring Christian Church to make these facilities available to promote Christian Study, Fellowship, and Activity for its members and people of the community. The facilities consist of an Auditorium, Classroom102 w/Warming Kitchen, Classroom 103, Restrooms & Foyer.

1. All activities must be scheduled in advance through the church office (M-TH, 9am-5pm, 208-629-2001). Reservations will be taken on a first come, first served basis.
2. The facilities will not be available for use during regularly scheduled LifeSpring events.
3. **There must be an adult sponsor** (21 years of age or older, church member or approved non-church member) **to supervise each scheduled activity.** The sponsor is required to instruct their group of the facilities guidelines and responsibilities checklist.
4. Any damage to the building or equipment must be reported to the church office on same day (phone & email). If the damage is caused by disregard of the guidelines or through negligence, the cost of any repair or replacement will be charged to the adult sponsor of that activity.
5. Usage of the facilities is by suggested donation to be agreed upon in writing and collected at time of agreement.
6. A Cleaning and Key deposit is required at the time of the agreement and before the scheduled activity.
7. The use of drugs and alcoholic beverages are strictly prohibited in the building or on the church grounds. Any individual showing signs of intoxication will not be allowed to participate in the scheduled activities and will be asked to leave the church grounds.
8. The use of all tobacco products is strictly prohibited in the church building and is strongly discouraged anywhere on the church grounds.
9. Pets are not allowed in the buildings, working Guide Dogs are allowed.
10. The Ministers/Church Board have the final say in enforcement of the above rules.

Fees for LifeSpring Christian Church Regular Attenders are waived, however donations are always welcome to cover building operating expenses.

Non-Member Suggested Donation for each area of use:

Auditorium	\$200.00/hour	Foyer	\$75.00/hour
LSCC Audio/Visual Tech.	\$35.00/hour	Classroom 102 with Kitchen	\$50.00/hour
		Classroom 103	\$25.00/hour

*Only LifeSpring approved Audio/Visual Technicians are allowed to operate LifeSpring Audio/Visual Equipment.

A \$75.00 Cleaning & Key Deposit will be collected. Deposit check will be shredded and not returned once property is inspected and found in original condition, and key is returned if there was one issued. If property has not been cleaned properly or damage has been done to property, LSCC has the right to cash the deposit check and keep any amount deemed appropriate.

Event Sponsor is responsible for providing a Certificate of Insurance before scheduled event.

LifeSpring Christian Church
 174 N. Star Rd., Star, ID 83669
 Phone: (208) 629-2001 www.mylifespringchurch.org
 Monday - Thursday 9:00am - 5:00 pm E-Mail: larryosborn48@gmail.com



Facilities Usage Guidelines & Responsibilities

Classrooms/Warming Kitchen

Non-church activities are expected to furnish their own paper products and supplies
Counters, Sink, Appliances and Tables are to be wiped clean
Chairs realigned to how they were when you arrived
Dishes, silverware, pots and pans must be washed and returned to their proper storage areas
Clean Floors- Vacuum and Mop are in Kitchen Cupboard
Trash cans must be emptied and taken out to Gray Garbage Containers at end of driveway on 1st Street
Users are responsible for laundering and returning (within 48 hours) used washcloths, towels, and tablecloths.
All windows closed & locked
All interior and exterior doors must be closed & locked
Turn off all lights

Bathrooms

Toilets all flushed
Trash picked up off of floor, cans emptied if necessary
Counters wiped down
Mirrors wiped clean
Turn off all lights

Auditorium

Tables and Chairs realigned to how they were when you arrived (alternating seat back pocket and no pocket chairs)
Trash cans emptied and taken out to Gray Garbage Containers at end of driveway on 1st Street
All windows closed & locked
All interior and exterior doors closed & locked
Turn off all lights

Foyer

Tables and Chairs realigned to how they were when you arrived
Trash cans emptied
Turn off all lights

Exit by event end time

Return Key to LifeSpring Staff or Audio/Visual Tech

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USAGE AGREEMENT

Your signature acknowledges that you have read, understand and agree to the LifeSpring Christian Church Usage Guidelines & Responsibilities. Failure to comply with these guidelines may exclude you from future usage, you understand that you will be held liable for any damage done to LSCC during your date/times of usage.

Name (21 and older) **Print:** _____

Signature _____ Today's Date _____

Email address _____ Phone _____

Mailing Address _____ City _____ State _____ Zip _____

Group Name _____ Purpose of Rental _____

Dates of Usage _____

Beginning Time Including Set-up _____ Ending Time Including Clean-up _____

Suggested Donation to cover heating, cooling and building operating expenses is listed below. Make checks out to LifeSpring Christian Church.

Requesting to use:

- LSCC Audio/Visual Tech. \$35/hour** **Only LifeSpring approved Audio/Visual Technicians are allowed to operate LifeSpring Audio/Visual Equipment.
- Foyer \$75/hour**
- Room 102/Kitchen \$50/hour**
- Room 103 \$25/hour**
- Auditorium \$200/hour**
- Round Tables (18)
- 4' Rectangle Tables (9)
- 6' Rectangle Tables (5)
- 8' Rectangle Tables (3)
- Padded Chairs (281)
- Metal Chairs (76)

FOR OFFICE USE ONLY

DONATION \$ _____ check # _____

CLEANING DEPOSIT \$ 75.00 check # _____ If space is not adequately cleaned or key is not returned, deposit will not be refunded.

KEY# _____

CERTIFICATE OF INSURANCE RECEIVED _____ YES _____ NO

Approved by: LifeSpring Staff Member _____ Date _____

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