

GENERAL PROCEDURES AND GUIDELINES FOR FACILITY USAGE

- All reserved rooms and areas must be returned to how it was found, including all chairs, tables, furniture, and A/V equipment.
- Equipment, supplies, or personal effects cannot be stored or left in rooms before or after use.
- No items and equipment from the Production Area and the Platform of the Main Sanctuary and Cabin Chapel are to be moved or rearranged.
- All trash must be emptied and thrown out to the dumpster located in the main parking lot.
- Room(s) must be vacuumed if food was consumed, or other debris is left on the floor.
- All lights and other electronic equipment must be turned off after use.
- Please lock all doors when finished and lock the front gate if no one else is still on the church campus.
- If the church building requires additional cleaning after your event, a minimum cleaning fee of \$250 will be applied for your usage.

MAIN SANCTUARY AND CABIN CHAPEL A/V EQUIPMENT USAGE GUIDELINES

- There is a mandatory \$500 advance security deposit for any use of the A/V equipment in the Main Sanctuary and Cabin Chapel without a Whole Word Fellowship appointed Sound or Media Tech. Failure to return all the A/V equipment to its original state and position will result in 100% forfeiture of the security deposit.
- If Sound or Media Tech assistance is needed, Whole Word Fellowship will seek to provide an approved Sound and/or Media Tech(s), subject to availability. If needed tech(s) are unavailable, the requested event cannot be approved. The standard rate for Sound Tech is \$100/hr and Media is \$80/hr. Payment is made directly to the Tech(s).
- No A/V equipment, including instruments, microphones, music stands, cables and wires, computers, cameras are to be moved or rearranged from the Platform or Production area.