



SHEPHERD OF THE VALLEY LUTHERAN CHURCH, SIMI VALLEY FACILITY USE RULES AND OTHER INFORMATION

The following information is being provided to help you plan an enjoyable and safe event at Shepherd of the Valley Lutheran Church (SVLC). All rules have been developed to ensure the proper care of the facility and the church equipment. **Failure to comply with all rules may result in additional charges and a partial or complete loss of your damage/cleaning deposit.**

➤ **HOURS USAGE**

Facility use hours are from 5:00 a.m. to Midnight ONLY. Event use shall end no later than midnight of the day of event reservation. The hall is rented for a three (3), six (6), nine (9), or twelve (12) hour time period. (*This includes event set-up and tear down.*)

➤ **SVLC FACILITIES**

Eichele Hall/Kitchen

Hall Occupancy: 266 for dinner and/or dance affairs
 571 for theater presentations or assemblies

Use of the 20 ft. x 12 ft. stage is included

Stage CANNOT be moved (**without permission from SVLC Property Committee prior to event**).

The kitchen is available for additional cost when you reserve the Hall for your event (*Please see SVLC fee/deposit matrix for additional costs involving kitchen use*). SVLC does NOT provide linens, serving pieces, dishes, glasses, flatware or trays.

- Partial Kitchen Use (catered buffet, potluck, cake and punch, etc.)
- Full Kitchen Use (food preparation and cooking, use of appliances and dishwasher)

Sanctuary

User/Authorized Representative's initials: _____

Date: _____

Use of the church sanctuary, narthex, adjoining bridal room and breezeway restrooms is available for use upon completion of a FUR and approval by the Property Committee. We ask that you keep in mind that this is our primary place of worship and, as such, the Property Committee reserves the right to refuse use of this area for any reason.

Classrooms/SAC/Conference rooms/Library

A number of rooms are available for use in the large Classroom building adjoining Eichele Hall. The Property Committee will be able to determine what rooms are available. A conference room including a table and chairs that accommodate a minimum of 20 people is available for use on the second floor of the Classroom building. Access to this room is via stairs only. A small sink is also available. A library and sitting room is also available for use.

Parking Lot

The SVLC parking lot is available, at no extra charge, for individuals/groups/organizations who are renting the Sanctuary, Eichele Hall, or Classrooms. However, if the SVLC parking lot is being used for a specific event (i.e. fundraising event, BBQ, carnival, etc.), a fee/deposit will be required based on the current fee/deposit schedule.

➤ FEE/DEPOSIT MATRIX FOR ALL FACILITIES

All fees/deposits for using Shepherd of the Valley Lutheran Church (SVLC) facilities are based on the following criteria:

- ◆ Facility requested (Eichele Hall, Sanctuary, Classrooms, Parking Lot)
- ◆ Association with SVLC (member or non-member)
- ◆ Hour usage (3, 6, 9, or 12 hours)
- ◆ Kitchen use (full or partial)
- ◆ Alcohol usage
- ◆ Type of event/group (individual, not-for-profit, business)

(Please see Fee/Deposit matrix for complete fee/deposit schedule)

The fee/deposit is required, IN FULL, NO LATER THAN 14 days prior to the start of the event. The fee/deposit can be in the form of a personal check (**for SVLC members ONLY**) or a cashier's check (**for non-SVLC members**). ALL fee/deposit checks WILL be cashed prior to the event and, upon conclusion of the event, a check will be issued by SVLC (pending any outstanding fees/damages) All SVLC members there is a \$100.00 refundable key deposit.

A REFUNDABLE damage/cleaning deposit ranging from **\$100 to \$1,500**, depending on the type of event, is required. This deposit is meant to protect the church in the event that an insurance claim needs to be filed for damages, so that SVLC is not left responsible in covering the \$1,000 deductible. The deposit (as indicated on the Fee/Deposit Schedule) is determined based upon the estimated likelihood of damage considering the number of attendees, whether alcohol will or will not be served, type of event, etc. *(SVLC Property Committee has the authority to waive this deposit amount if they see fit)*

User/Authorized Representative's initials: _____

Date: _____

○ **Fee/Deposit Matrix Terminology**

- **Individual** – A personal request to use SVLC facilities for a personal event WITHOUT charging any fees
- **SVLC Member/non- SVLC Member** – Whether or not a member of SVLC
- **Associated/not Associated with SVLC Member** – Whether or not an SVLC member applies for a FUR and is the Point-Of-Contact for the event
- **Not-For-Profit** – An organization that falls under the State of California definition for a 501(c) (3) Non-Profit Organization
- **Fundraiser** – An event to raise money for an organization or an individual.
- **Business** – An organization (excluding Not-For-Profit) OR individual who is charging fees for attending the event

➤ **RESERVATION/CANCELLATION POLICY**

Completion of the Facility Use Request (FUR) must be done at least 30 days PRIOR to the start of the event to allow time for the Property Committee to receive and review it. Notification of approval by the Property Committee will be made via email or telephone to the individual listed as the Point-Of-Contact on the FUR. ***To hold the event after approval has been given, a deposit of 25% or a maximum deposit of \$200 is required.***

Cancellation of approved FURs must be made (via letter or email) at least 14 days in advance of your scheduled event date. Cancellations made less than 14 days before the event will result in the following charges:

- 14-7 days prior to the event.....Forfeiture of HALF of the required fee/deposit
- Less than 7 days prior to the event.....Forfeiture of ALL of the required fee/deposit

➤ **HALL KEEPERS/SECURITY GUARDS**

Hall Keeper: \$25/hr. paid by User for duration of event. This includes walk-through 30 minutes before event start time, at no extra charge to them.

(Hall Keeper fee included in fee/deposit schedule matrix where applicable)

SVLC may require you to provide security staff for certain activities or events at the discretion of the SVLC Property & Facility Use Committee (Property Committee). It is your responsibility to secure the necessary number of security guards (licensed and bonded) for your event. The security guard company that you select is subject to the approval of the Property Committee). Security guards, if required, must be present from the beginning to the end of the event. ***A copy of your security contract must be on file at SVLC 14 days prior to***

User/Authorized Representative's initials: _____

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the event.

Please remember that your event will be closed early and your deposits and fees forfeited if the police must respond to a disturbance at your event.

Recommendation from Arthur at Lantz Security in T.O. (805-777-8958) is 1 guard per 50 attendees, with or without alcohol. Lantz has a 4 hr. minimum at \$25/hr. for uniformed security guards. 14 day lead time suggested.

➤ **ALCOHOLIC BEVERAGE USE**

Beer, Wine, and Distilled Spirits must be consumed in Eichele Hall ONLY. No alcohol is permitted in the parking lots or other SVLC facilities.

NO ALCOHOLIC BEVERAGES SHALL BE SERVED OR MADE AVAILABLE TO MINORS AT ANY TIME -- IT'S THE LAW! Any alcohol use by or service to persons under 21 years old will violate your agreement with SVLC and force the early termination of your event and forfeiture of your deposits and fees.

You must obtain a permit from the Department of Alcoholic Beverage Control (ABC) if you or the caterer of your event plans to sell alcoholic beverages at your event. A copy of the permit must be on file with OSLC no less than 14 days prior to the event, and the original permit must be clearly posted on the day of the actual event.

The closest ABC district office is located at 1000 South Hill Road, Suite #310 Ventura, CA 93003 (805-289-0100). The main ABC phone number is (800) 400-7115. You may obtain permit information and an application via the internet at www.abc.ca.gov. Open the ABC Homepage and click on "Application/Selection & Forms".

Please remember that your failure to comply with the above conditions for alcohol use will be grounds to cancel your event or close it early, and will result in the forfeiture of all your deposits and fees.

➤ **INSURANCE COVERAGE**

A certificate of Liability and Property Damage Insurance from an Insurance Company licensed in the State of California must be filed with SVLC 14 days prior to the use of the hall. Since obtaining a certificate of insurance from some carriers takes time, we suggest you start this process early in your planning process.

- Minimum Required Coverage includes:
 - General Liability - Occurrence Basis
 - Host Liquor Liability - (if alcoholic beverages will be served at the event) -or-
 - Liquor Legal Liability - (if alcoholic beverage will be sold at the event)
- Minimum Coverage Limits:

User/Authorized Representative's initials: _____

Date: _____

- The minimum coverage limits shall be in the principle amount of \$500,000 combined single limits as to bodily injury to persons and property damage.
- Coverage period must include the set-up, event duration, and tear down times noted in your Facility Use Request and Agreement.

LIABILITY INSURANCE IS MANDATORY! A certificate of insurance naming Shepherd of the Valley Lutheran Church of Simi Valley as additionally insured for the date of your event must be received by SVLC 14 days prior to the event.

Caterers must show proof of liability and Workers' Compensation insurance and provide a copy of such insurance coverage to SVLC no less than 14 days prior to the date of event.

➤ **REQUIREMENTS FOR RETURN OF DEPOSIT**

- You are expected to leave the SVLC facility in the same condition that you found it.
- All trash must be placed in trash receptacles provided.
- Any noticeable carpet stains or other SVLC facility damage caused during your event are your responsibility and will result in charges billed against your damage/cleaning deposit and insurance.
- All rented items must be removed from the premises at the conclusion of your event unless prior arrangements have been made with SVLC.
- Bathrooms must be cleaned of all party materials and left as they were when you arrived.
- The SVLC areas outside the hall, including the parking lot, must be cleaned of any trash related to your event.
- Room occupancy limits must be observed during the event. Exceeding the rated occupancy of Eichele Hall or the number of persons noted on your Facility Use Request and Agreement will result in the early termination of your event and total forfeiture of your deposits and fees.
- Behavior of event attendees must be lawful. Under-aged drinking, and excessive noise or violent behavior that requires police intervention will result in early termination of your event and total forfeiture of your deposits and fees.
- Damage/Cleaning deposits may be withheld or fees assessed as needed to cover extraordinary cleaning needs and/or the actual loss or replacement costs of equipment or property. Refundable damage/cleaning deposit funds will be mailed to you within 4 weeks following your event.

➤ **FACILITY USE RULES – ALL SVLC BUILDINGS**

User/Authorized Representative's initials: _____

Date: _____

- SVLC will NOT provide any non-member with keys to the facilities. A church representative (“Hall Keeper”) will be on-duty for the duration of your event to assist you.
- The hall will be available at the time specified on your approved Facility Use Request and Agreement, and must be vacated at the ending time noted in that agreement.
- A church representative (“Hall Keeper”) will conduct a walk-through of the building with you prior to your event. You will be given another handout specifying the clean-up requirements at that time. Clean-up not completed in accordance with the procedures denoted in the handout will result in a deduction from, or full retention of your damage/cleaning deposit.
- All event preparation, decoration, un-decorating and cleaning must be done within the time shown on your approved Facility Use Request.
- Maximum occupancy limits will be strictly enforced. Failure to adhere to these limits will result in your event being closed early and the loss of your deposits and fees.
- SVLC is NOT responsible for personal items lost or stolen from the church facility during your event.
- There are no public telephones available in the hall or on SVLC grounds.
- In consideration of our neighbors, your guests must refrain from loud and boisterous conduct at all times. Please use amplified sound equipment with discretion. If the police must respond to an excessive noise complaint caused by your event, your event will be closed early and your deposits and fees will be forfeited.
- Tables and chairs are available for your use with certain limitations. SVLC tables and chairs are not to leave the hall. You may bring your own or rented tables and chairs, not to exceed maximum room occupancy limits.
- Nothing (confetti, rice, etc.) is to be thrown inside the building. Your guests may throw birdseed outside the building when appropriate for your event.
- Only masking tape is allowed for securing decorations. NO SCOTCH TAPE, NAILS, TACKS, SCREWS, OR STAPLES MAY BE ATTACHED INTO THE WALLS OR CEILING. You must remove all decorations by the end of the event.
- Smoking is permitted outside of the Eichele Hall building only.
- Food and beverage service must occur on tiled floor surfaces. We recommend that food and beverage consumption occur on tiled floor surfaces to minimize

damage from spills.

- The consumption of colored dye-based liquids (Kool-Aid, grape juice, etc.) is strongly discouraged inside Eichele Hall. You will be charged for the clean-up, repair or replacement of carpets, furniture, and walls stained by spills caused by you or your guests.
- Please keep trash containers on tiled floor surfaces to minimize carpet damage.
- Please read and adhere to Rules and Regulations posted in the hall and kitchen.

➤ **CLEANUP AND CLOSING PROCEDURES - EICHELE HALL AND KITCHEN**

- Mop up any spill immediately following an accident. If liquids are spilled on a carpeted surface, quickly absorb as much liquid as you can and notify the church representative of the spill so extraction can be done as soon as possible. Cleaning supplies will be made available during your event for use.
- The building must be left as clean as it was found. The entire building (kitchen, bathroom, and hall) and adjacent areas outside if guests frequented these areas must be “walked” and all trash picked up. All event trash must be placed in plastic bag-lined trashcans provided in the hall.
- Parking lots must also be “walked” and event trash picked up and disposed of in the church trash dumpster (located in the northeast corner of the parking lot).
- All decorations, balloons, tape, table coverings, etc. must be removed and cleared from the building.
- Tables and chairs must be completely cleared of all decorations, table coverings, etc. and wiped down to remove any excess debris. Stack the SVLC tables and chairs in their proper racks. Church personnel will place them in storage the following day.
- The kitchen must be left in the same condition it was found at the start of your event. All kitchen equipment and the kitchen work area must be left clean. All kitchen equipment must be put back in its original storage place. The kitchen counter tops must be wiped clean and left ready for future use.
- No leftover foods or beverages shall be left on the premises of SVLC at the conclusion of your event.
- All items rented from outside vendors, if not picked up on the day of your event, must be stacked and placed inside the northeast hall doors. Arrangements for the late pick up or storage of rented items must be made prior to your event! SVLC cannot be responsible for any rented item left on

church property.

- All SVLC facility equipment must be accounted for before you leave the building.
- Extraordinary cleaning costs and any damage or breakage caused at your event will be deducted from your damage/cleaning deposit. If damage repair/replacement or cleaning requirements exceed your deposit, you and your insurance will be billed for the excess charges.

Your signature below denotes that you have read and understood all the conditions contained in this document, and have received a copy for your reference.

User/Authorized Representative's Signature

Date

User/Authorized Representative's initials: _____

Date: _____