



General Guidelines for Outside Groups

In the spirit of serving our community, HVCC makes some of our rooms available for use by outside groups for a fee.

We reserve the right to deny requests for the use of our facilities for any reason. These may include, but are not limited to, a lack of available space, potential conflict with the church's own needs, incompatibility with another group's permitted use, or to avoid the appearance of endorsing activities that conflict with the church's mission and values.

We do promise to make a prompt decision knowing that time is important to every organization. Thank you for understanding and appreciating our context.

General Policies for Facility Use

Users of HVCC's facilities will extend full courtesy and consideration of others in the building.

There are security cameras in use in the facility.

A \$250.00 security deposit is required prior to renting the facility and must be received a week prior to your event. This will be refunded after your event following review of security cameras and custodial staff review of the facility. **If we find any area other than the rooms you have rented have been accessed and/or there is any damage, or this Building Use Policy has been violated, the security deposit will not be refunded.**

All groups must have a responsible adult, 21 years of age or older, as supervisor of their event. The supervisor is responsible for making sure each guest is abiding by the building guidelines. Any damages to the facility will be the financial responsibility of the supervising adult. **You are only allowed access to the rooms that you have rented; all other areas of the building are restricted from use,** including our Cafe. If we find these areas have been used and/or damaged, your security deposit of \$250.00 will not be refunded.

Smoking, alcoholic beverages and illegal substances are not permitted in the buildings or on the grounds of the church. Violations will result in a loss of the security deposit and possible loss of future building use.

HVCC is a place of worship and a standard of proper conduct applies to everyone utilizing its facility. Any person engaging in inappropriate conduct or language, disrupting performance, or creating a disturbance at an event will be asked to cease or leave the premises and/or will be escorted from the building.

If the kitchen is not rented, access to the kitchen is limited to the purpose of getting cleaning supplies ONLY.

Misuse of our facility may result in a refusal of future building use requests.

Reservations

Facility usage must be coordinated with the church calendar and scheduled in advance. **Date, time, equipment, room(s), and special help must be specified. Activities and programs are limited to the space that is assigned; they cannot overflow into other rooms or areas.**

Do not take church equipment from the premises for personal use, (includes all tables and chairs) without prior permission from HVCC staff.

Emergency situations such as funerals will have the authority to preempt all other reservations. HVCC reserves the right to adjust times and places within the facility to accommodate HVCC events.

Time allotments for the room will include time for setup and take down of equipment and decorations. If an event is to be cancelled please notify the church office immediately.

The facility is typically not available for use *after* 2 p.m. Saturday or *before* 1 p.m. Sunday to allow Worship and Children's Ministries time for set-up for and tear-down from weekend services.

Guests

Children in attendance must either be under the control of their parents or direct adult (21 years of age or older) supervision at all times and are not permitted to roam freely on the church property. An adult will supervise all children's activities at all times.

We encourage all Nursery or Early Childhood childcare provided on church grounds to comply with HVCC's children policies and procedures.

HVCC cannot be held responsible for damages or loss of user's property.

The use of roller skates, skateboards or roller shoes is strictly prohibited anywhere in the church facility.

Food and Beverage

Dining or the serving of food and beverages is allowed in any area of the facility. **All users will ensure the facility is properly cleaned following activities in which food or beverage has been served.** Please follow the cleaning checklist located in the Administrative Office.

Use of kitchen equipment may require a review of operation.

The use of snacks with children must be supervised by an adult. Absolutely no colored Kool-Aid or sports drinks allowed. Lemonade is permissible.

Animals

Animals are not allowed within the building with the exception of "Service" dogs.

Lost and Found

Items left overnight will either be discarded or placed within the Lost and Found bin located above the coat racks. Items are reviewed periodically and are either discarded or given to charity.

Decorations

Only "Dry Erase" markers, washable markers, and crayons are to be used within the facility. No permanent markers or non-washable crayons are allowed for general use. No crafting material smaller than ¼" on carpeted areas (i.e., glitter). No glitter permitted.

Use only **painters tape or Scotch tape** to secure decorations. **Duct tape is not allowed** for use on walls, floors, or woodwork. The use of tacks, staples, nails, or screws in all walls is strictly prohibited. If absolutely necessary, obtain prior approval from the Administrative Assistant.

Specific Room Use

The Auditorium (gym) Stage, Subwoofers by stage, stacks of chairs, Sound Booth, Technical areas, stairwell off gym, and Staff Offices are off limits. Users are not permitted to be on the stage or move stage platforms and musical instruments.

Temperature Controls

Rooms are heated and air-conditioned by computer control and are adjusted by the Custodial Staff. Contact the church office if permanent adjustments are needed. Facility users that will be in the building for a short time are able to adjust the temperature in each room using the 3 hour occupied setting on the thermostat.

Church Entry Procedures

Please contact the church at (608) 930-4822 or email admin@hiddenv.com to obtain the door code for entry into the church the week before your event. To unlock the doors, put in the code, turn the knob counterclockwise and pull open the door. To keep the doors unlocked during your event, push the push bar in, hold it in, and push the button under the bar using any key or pen. The push bar will stay in and is now in the unlocked position. Please do not prop doors open to keep them open.

Lock Up Procedures

Please coordinate with other groups(s) simultaneously using the facility to determine which will be the last group to leave the building.

If you are the last person out of the building, please follow this procedure:

- ❑ Please turn off all light switches in building. The security light in the office hallway will remain on.
- ❑ Lock the front doors (*all 4 of them*). This is done by pushing in the button under the push bar into the hole under the bar using any key or pen. This will cause the push bar to come out, which means it is in the locked position.
- ❑ If you need to reopen the door, push the push bar in, hold it in, and push the button under the bar using any key. The push bar will stay in, and is now in the unlocked position.
- ❑ Please double check the doors are locked by pulling on them from the outside before you leave.

Cleaning Checklist

This includes but is not limited to:

- ❑ Sweeping/vacuuming (and damp mopping, if necessary) of floors in area used
- ❑ Wiping down any tables used
- ❑ Trash removal (dumpsters are located on the northeast corner of the building)
- ❑ Decoration removal and disposal
- ❑ Dishwashing and putting dishes, etc. back in original locations
- ❑ Bathrooms: Clean all bathrooms and check for running water, plugged toilets, etc. in the area used
- ❑ Make sure all ovens and burners are turned off
- ❑ Returning tables and chairs to their respective places

Safety, Security and Fire Prevention

Report all missing or stolen equipment, burned out lights, or safety hazards to the church office as soon as possible. Any unusual activity or suspicious persons should be reported to the HVCC Staff immediately. If any ceiling tiles, buffer tiles or other objects are displaced/broken in the gym, please contact the church office. If you fail to notify us of any damage, we may refuse to rent the facility to you in the future.

No flammable substances are to be stored in the facility.

In the event of an injury, First Aid kits are available on the wall inside the doors of the Auditorium.

Bonfires are not allowed on church property.

Only dripless candles and candles in glass containers may be used within the facility.

Exits must remain clear and unobstructed at all times.

Standard Facility Use Fee Schedule

For wedding fees, see Wedding Policy.

School Sport Fees: \$1.00 per player/per practice

Room Reserved	Room Rate
Kitchen	\$100 flat fee
Auditorium (gym)	\$100/hr
Class Rooms/Café/Club 45	\$50/hr
Media/Sound System Tech	\$25/hr per Tech*

*You can use a portable microphone and speaker for \$25

501c3 organizations will receive a 50% discount on room fees as seen below.

Room Reserved	Room Rate
Kitchen	\$50 flat fee
Auditorium (gym)	\$50/hr
Class Rooms/Café/Club 45	\$25/hr
Media/Sound System Tech	\$25/hr per Tech

*A \$250.00 security deposit is required before renting the facility. (Immediately refunded after event if building is left in proper condition.)