

Life Event Facility Use Policy

Location

All approved life events will take place in the Abundant Life Training Center. With the exception of funeral and wedding services, the Worship Center is not available for use.

Available space for use:

- The Commons: The open area directly inside the door to the right of building entry (30 or less)
- The Multipurpose Room: Through the barn doors (for more than 30)
- Kitchen (all)
- Public restroom in entry corridor of building

Maximum Capacity

- The maximum capacity: 125 ppl (no furniture)
- Seated capacity small area: 5 tables x 6 ppl – 30
- Seated capacity large area: 10 tables x 6 ppl – 60

Life Events Description:

- A life event is one that celebrates a specific event that significant milestone or life change for the individual.
- A life event does not include any type of “sales” related party (e.g. Tupperware, Scentsy, etc.)

Qualified Members

Qualified members may utilize the facility. Qualified members include those who attend and give regularly to Abundant Life Church.

Remuneration

A minimum \$50 fee will be charged to help offset the costs involved in opening up the space (fees vary based on size of party). This fee covers use of the facility (electric, water, restrooms, kitchen use, etc.) and available furniture designated for events.

- \$50 Up to 25 ppl
- \$100 26 up to 50 ppl
- \$150 51 up to 75 ppl
- \$200 over 75 ppl

What is Covered:

- Use of the kitchen sink, refrigerator, coffee maker, microwave, trash can, trash bags, vacuum
- Use of the available folding furniture on the chair/table dollies
- Use of common restroom in hallway

What is *Not* Covered:

- Offices, Student Center (behind multipurpose room), class rooms beyond the kitchen. Please keep party in central area.
- Any furniture from offices of other locations outside the multipurpose area
- Musical instruments
- Paper products, utensils, cups, food, drinks, coffee (k-cups), creamers, sugar, etc.
- Table covers

Caterers

- Caterers may utilize kitchen area, sink, refrigerator, counter surfaces.
- There is no cooking of any type permitted on the premises including gas or electric burners, toaster ovens, fryers, grills, etc. All food is to be prepared prior to bringing it in. Crockpots are permitted.
- Caterers should remove all trash and food from the premises.
- Alcoholic beverages of any type are not permitted on the premises.

Clean Up

- Rule of thumb, the space should look as good or better than when you began and be ready for the next service or event.
- No food, paper products or drinks are to be left in the refrigerator, cabinets, or on counters.
- All trash should be removed and placed in the dumpster behind the worship center (not training center).
- All chairs and tables should be wiped down and returned to the dollies or original location where found.
- Kitchen should be wiped down (all counters, sink, etc.) and floor swept & mopped.
- All used carpeted areas should be vacuumed.
- The restrooms should be checked and left in a decent order.
- A walk thru of the space will be done by the member requesting use.

Pet Policy

- Pets are not permitted in the facility, with the exception of certified service animals.

How to Reserve

- Contact the church office myabundantlifechurch@gmail.com with details of your event
- Review the Facility Use Policy with Event Coordinator or Operations Manager
- Once reviewed and approved, you will receive notification of the reservation
- The remuneration is required one week prior to the use of the space
- A full refund will be provided if the event is cancelled and the facility is not used
- Access to the facility will be arranged with the Event Coordinator