

# Facility Access Agreement

- **All officiates or clergy must be approved by the Senior Staff as part of the final acceptance of your event.** You will need to contact the pastor personally to find out their schedule and requirements. If you need assistance, let us know.
- **Kitchen Equipment, tables, chairs or any other church property.** Are not to be removed from the premises without written permission by the Administrator. Access to audio-visual or worship equipment is exclusive to River Oak Grace Community Church (ROGCC) Staff.
- **Usage fees are charged according to the nature of the event.** These fees are established and review by Senior Staff. Love offerings can be accepted by the church to help defer operational costs. A roster of your group members may be requested by the church at any time for security purposes.
- **Use of tobacco, alcohol, recreational drugs or firearms is not permitted by any person on our property.** Thievery, profanity, rude or aggressive behavior are not tolerated, and rejection from the property may be requested by ROGCC Staff with or without assistance from County Law enforcement.
- **Dance Policy Guidelines.** Traditional first dances of the family at weddings will be allowed. These typically include: 1) the married couple, 2) the father and daughter, and 3) the mother and son. Dancing at large will not be allowed.
- **Loss, misuse or damage of any equipment or facilities will be the financial responsibility of the person signing this contract.** The members of your group are expected to assist you (the Promisor). Our facilities are to be returned to the condition in which they were found prior to your arrival. ROGCC Staff members have specific duties and responsibilities to facilitate this process. Any loss or damage must be reported. If any damages are discovered, repair or replacement costs will be assessed and complete restoration will be anticipated from you personally. Any personal property is used here at the owner's personal expense or risk. We do not accept any responsibility for any rental equipment contracted by you at any time. **A refundable \$250 security deposit is due 1 week prior to your scheduled event.**
- **Hold Harmless Agreement:** The Promisor will indemnify and hold harmless ROGCC from any and all injuries, claims actions or judgments. This includes costs of defense and attorney's fees incurred against same, arising from or related to use of the church facility. If claim or suit is presented, the Promisor shall pay for legal counsel chosen by ROGCC to defend against same or any related claims towards any member of ROGCC.
- **Children should be under direct supervision by adults at all times.** Childcare rooms require specific cleaning and hygiene procedures. If access is granted to use these resources, and hygiene requirements are not met, access to the areas may be denied. The policies are posted in each room. We reserve the right to screen, train and educate any person occupying infant or children's rooms, allowing access to supplies or related equipment.
- **Amphitheatre Availability Dates:** May - October
- **All events must conclude & be off campus by 8pm. Facility access for event set-up begins at 8am.**

This agreement may be reviewed and re-evaluated at any time by ROGCC. I have read and agree to the policy as stated:

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Event Contact/Sponsor

Date

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Contact/Sponsor Phone

Email