

THRIVE COMMUNITY CHURCH

Facility Usage Guidelines

Event Policy

Events that take place at THRIVE campus must align with the mission of the church. Because we receive a large number of requests to use our facility, we can only consider events that help carry out our mission. These events must be held by or sponsored by a THRIVE ministry. Exceptions will be made at the discretion of the THRIVE Leadership Team.

NOTE: Ministry sponsorship does not include financial support, only the coordination and oversight of the event. Outside organizations will be asked to pay a rental fee to cover the cost of the event.

Event Proposals

Event requests must be submitted by the event coordinator/planner at least three months prior to the event to the THRIVE Leadership Team. The requests must include all of the information needed to facilitate and support the event (such as contact name, requested dates, purpose of usage, setup instructions, resources being requested, production support needed, etc.). The THRIVE ministry events calendar will be part of the determining factor of the event.

Outside Organization Requests

Most requests for facility usage, made from an outside organization or person are made over the phone. At that time the event policy is communicated to the requestor. If the event appears to align with the mission of the church, the Calendar Coordinator will then request that a "Facility Usage Form" be completed. Once the form is completed, the requested event will be considered by the Calendar Coordinator. The Coordinator will then seek sponsorship from the THRIVE ministry most relevant to the mission of the event. In some cases, the THRIVE Leadership Team may provide counsel to the Calendar Coordinator on approval of an event. The sponsoring ministry will act as a liaison between the two organizations and will provide a representative to attend the event.

A Member Request

The requests must be presented at least three months prior to the event. Request must include all of the information needed to facilitate and support the event (such as contact name, requested dates, purpose of usage, setup instructions, resources being requested, etc.). The THRIVE ministry events calendar will be part of the determining factor of the event.

Set-Up and Clean-up:

Members

Set-up and clean-up of all decorations, foods, and dishes is the party's responsibility. All church supplies (plates, napkins, cup and flat ware) are reserved for ministry functions unless otherwise prearranged.

Please leave the facility as you found it with tables and chairs back in place, floors vacuumed and trash emptied. Please place all trash in the trash container outside.

Non-Member

Set-up and clean-up of all decorations, foods, and dishes is the party's responsibility. All church supplies (plates, napkins, cup and flat ware) are reserved for ministry functions unless otherwise prearranged. Our staff will be happy to take care of floors, tables, and chairs. Thank you for your consideration on this matter.

Fees

THRIVE ministries, and members may use the facility for personal functions without a rental fee with the exception of weddings. If an event is sponsored by an outside organization, a fee schedule is used to determine the charge. Rates are determined by the costs incurred by THRIVE.

Fee Schedule: Prices may vary based on length of the event and use of building.

Starting Prices:

Deposit: \$500.00

Connect Room or Thrive Cafe and Kitchen: \$75.00+

Connect Room, Kitchen and Sanctuary: \$500.00+

Sanctuary: \$400.00+ (Conventional lighting only)

Advance Packages:

Advance Lighting Package: - \$75 and up

This package includes a lighting designer who will meet with the event coordinator to determine a lighting look for your needs. With many different color options and high tech intelligent lighting to choose from, you are sure to set the perfect atmosphere for your event.

Special Graphics Package - \$75 and up

This package includes a graphic designer who will meet with the event coordinator to determine the use of our large projection screen for still photos, slideshows or any other graphic.

Sound Package - \$75 and up

This package includes a sound engineer who will set up and operate any sound needs, including microphones, instruments, or CD's.