

Small Event Guidelines

Atlas Campus Fellowship
2406 Broadway St.
Lubbock, Texas 79401
(806) 701-3604
hello@atlasfellowship.com

Revised October 23, 2023

Building Use Fees

- 1) The Fee for a Small Event at Atlas Campus Fellowship is \$400 for up to 4 hours.
 - a) The fee includes the following
 - i) An onsite building manager to help your event go smoothly.
 - ii) Up to 4 hours of building use
 - (1) If more than 4 hours of use is needed, Banquet Fees pricing will be discussed.
- 2) Additional costs:
 - a) There are additional packages that can be added to the base Small Event fee:
 - i) We can provide a sound technician and use of our sanctuary for \$250. This would cover the duration of the event. Any amount of time over base 4 hours will be charged accordingly.
 - ii) Kitchen Use: \$100 flat rate for event
 - (1) Kitchen may be used for storage and serving only with no charge, anything more than this will be considered kitchen usage.
 - (2) Full kitchen guidelines are outlined below
 - iii) Additional hours in the building can be discussed. Any additional hours allowed will be \$100/ hour.
 - (1) Additional hours can be requested up to the date of the Event, but they are not guaranteed.
- 3) Discounts:
 - a) If a member of Atlas Campus Fellowship is present and agrees to oversee clean up the price will be discounted \$200 off the total amount.
- 4) Building use fees are due in full 1 week prior to the event date.
 - a) Failure to pay a complete amount could result in forfeiture of reservation.

Building Use Guidelines

1. For seating the building provides:
 - i. 150 gray cushioned chairs for Sanctuary space.*
 - ii. 150 gray plastic folding chairs for reception space.*
 - iii. 11 6ft rectangular tables, 11 round tables, 1 8ft rectangular table.
 - iv. ACF will not provide any extra chairs or tables.
 - v. *any event over 50 people will be considered at banquet pricing
 2. Doors may not be propped open without supervision.
 3. All decorations must be removed after the event.
 4. Tacks, tape, pins, nails, wire, command hooks, or glue are prohibited to prevent defacing of the furniture or building.
 5. Children must be accompanied by a parent or guardian at all times.
 6. No tobacco products or alcoholic beverages are allowed inside the building.
 7. The church will not be responsible for damaged or lost items in vehicles parked in the ACF parking lot.
 8. All furniture may be moved as long as it is properly stored within the building and is returned to the correct position at the end of the event.
 9. Any damages to church property because of the banquet will be the responsibility of those named in this document. No piece of church property should ever leave the building.
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Kitchen Use

Atlas Campus Fellowship has a full commercial grade kitchen that can be made available for use. It may be used only under the following guidelines:

1. All used items must be washed and put away after use
2. Every time the kitchen is used a kitchen closing checklist will be provided to the person using the kitchen. This form must be completed and approved by an ACF staff member. Failure to turn in an approved checklist will result in all cleaning fees being taken out of the deposit
3. Available kitchen amenities:
 - a. All kitchen amenities are available for use with the exception of the industrial coffee maker. Only trained staff may use the coffee maker.
4. Kitchen is not to be open to the public. Caterers, Florists, and responsible parties are to be the only people entering and exiting the kitchen.
5. Children are not allowed in the kitchen.
6. ACF does not provide single use items such as cutlery, plates, napkins etc.

Reservation Agreement

Atlas Campus Fellowship

We, the undersigned, having been provided a copy of the Small Event Guidelines and having read the guidelines for Small Events at Atlas Campus Fellowship (ACF), herewith agree to abide by these guidelines as evidenced by our signatures below. This page must be turned in with a deposit within 10 days of requesting a date to secure the agreed upon date. At this point in time we, the above signed, acknowledge that we are responsible for payment of all outstanding bills associated with the referenced banquet and agree to pay all charges to ACF upon presentation of charges.

Responsible Party: _____

Affiliation with Campus Ministry [Y/N]

Phone Number: _____ Email: _____

Responsible Party : _____

Affiliation with Campus Ministry [Y/N]

Phone Number: _____ Email: _____

Date of Event: ____ / ____ / ____ Other Requested Dates: _____

Total Banquet Amount: _____

Signatures:

Responsible Party: _____ Responsible

Party: _____ Date: _____

Other Responsible Party: _____ Date: _____

ACF Representative: _____ Date: _____