

# Life Church Facility Use Update

## Dear Teams and Organizations,

At Life Church, we recognize the need for accessible and affordable spaces for teams and organizations to conduct practices, meetings, and events. We are committed to supporting our community by making our facility available while ensuring its upkeep and sustainability.

To accommodate the growing demand and maintain our facility, we are implementing a structured reservation system and fee schedule. Below, you will find all the necessary details regarding availability, fees, and reservation policies. Should you have any questions, please contact Tim Kellis at [timalmtm@aol.com](mailto:timalmtm@aol.com).

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## Facility Use Schedule & Fees

### Weeknight Block Time Options:

- 5:00 – 6:30 PM
- 6:30 – 8:00 PM
- 8:00 – 9:30 PM

### Weeknight Fee Structure:

- \$35 per block

### Saturday Reservation:

- Saturday reservations need to be requested by email and approved by the Elder Board.
  - The standard fee for Saturday is \$150. (This is subject to change based off the time requested and facility needs)
  - The fee can be waived if the team/organization will Clean, and Set up for Sunday Service. A checklist and seating chart will be provided. Failure to complete the tasks on the checklist may result in forfeiture of use for the facility in the future.
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## Reservation & Payment Details

- **Advance Reservations:** Reservations will be accepted **one month in advance** on a first-come, first-served basis.

- **Extended Agreements:** If your team or organization requires a long-term agreement, the request will be reviewed by Church Leadership for approval.
  - **Payment Requirement:** Reservations will only be finalized once payment is received. Payments must be made via our online platforms.
  - **Reservation Platform:** Please use this [LINK](#) to make your reservation request and payments
  - **New Door Entry Code:** A new code will be provided to you if the door code has been updated or changed.
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## Cancellation & Refund Policy

- **Church-Initiated Cancellations:** If Life Church must cancel your reservation due to a church event, you will receive a full credit or refund.
  - **Weather-Related Cancellations:** If the facility is closed due to weather, a credit will be issued.
  - **Team/Organization-Initiated Cancellations:** Refunds will not be issued for cancellations made by the reserving organization. However, if Life Church is able to secure another booking for your reserved time, a refund will be provided. If you made a mistake with your request please reach out to [Chris@lifeinmonroe.org](mailto:Chris@lifeinmonroe.org) ASAP.
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## Facility Checklist and Damages

- **Checklist:** There is a provided checklist that all teams and organizations must follow in order to use our facility. This checklist will help us keep the building clean, and secure. Please review the checklist and follow the instructions each time you use the facility. You can review the checklist [here](#).
  - **Setup & Cleanup:** The facility, including kitchens, hallways, bathrooms, and conference rooms, must be restored to its original condition.
  - **Damage Policy:** Additional charges may be incurred for any damaged or missing items. If your team or organization causes damage or notices any issues, please report them to Tim Kellis at [timalmtm@aol.com](mailto:timalmtm@aol.com) as soon as possible.
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## Outside Vendors & Insurance Requirements

- Any external vendors must receive **prior approval** from Life Church leadership.
  - If your event includes inflatables or similar equipment, **proof of liability insurance** will be required.
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## Church Use & Policy Compliance

**Life Church reserves the right to:**

- Cancel or reschedule reservations if the space is needed for a church event. We will make every effort to accommodate alternative options or issue a refund.
- Revoke facility use privileges if rules outlined in the **WAC Facility Use Agreement** are violated. You can review the [Facility Use Agreement here](#). Download and send the completed form to [timalmtm@aol.com](mailto:timalmtm@aol.com)
- Decline future reservations for organizations that fail to comply with facility guidelines or requests from Life Church staff.

We appreciate your cooperation in keeping our facility a welcoming and well-maintained space for all. Thank you for being a valued part of our community!

**If you have any questions please email** Tim Kellis | [timalmtm@aol.com](mailto:timalmtm@aol.com) **or Chris Schwartz**  
| [chris@lifeinmonroe.org](mailto:chris@lifeinmonroe.org)