

LIFE CHURCH MONROE

Facility Reservation Guidelines & Requirements

At Life Church Monroe, we recognize the importance of providing accessible, high-quality, and affordable spaces for local teams, community groups, and organizations to conduct practices, meetings, and events. To support our community while ensuring proper maintenance, security, and sustainability of our facilities, Life Church operates under the structured reservation guidelines, fee schedules, and policies outlined below.

1. Contact Information

Role / Contact	Name	Email Address/Phone
Facility Operations	Chris Schwartz	chris@lifeinmonroe.org 513-462-6672

2. Facility Use Schedule & Fee Structure

A. Weeknight Block Reservations (as of 07-27-2026, this rate may change after August of 2026)

Weeknight rentals are available in designated 90-minute time blocks at a rate of **\$35 per block**:

Block Option	Time Range	Rate
Block 1	5:00 PM – 6:30 PM	\$35
Block 2	6:30 PM – 8:00 PM	\$35
Block 3	8:00 PM – 9:30 PM	\$35

B. Saturday Reservations

- **Approval Process:** Saturday facility requests must be submitted via email and are subject to formal review.
- **Standard Fee:** The standard base fee for Saturday facility use is **\$150** (subject to adjustment based on requested time duration and facility requirements).

- **Service Fee Waiver Option:** The \$150 Saturday fee may be waived if the reserving organization performs full post-event cleaning and setup for Sunday Church Services according to the provided checklist and seating diagram. *Note: Failure to complete all assigned checklist tasks will result in forfeiture of future facility access.*

3. Reservation & Payment Policies

- **Advance Booking Window:** Facility reservations are accepted up to one (1) month in advance on a first-come, first-served basis.
- **Extended / Long-Term Agreements:** Organizations requiring long-term or recurring arrangements must submit a formal request for evaluation and approval by Church Leadership.
- **Payment Requirement:** Reservations are finalized strictly upon receipt of payment through the official online payment portal.
- **Facility Access & Security Codes:** Authorized groups will receive entry door access codes prior to their scheduled event. If access codes are updated, new codes will be communicated directly to designated organization leaders.

4. Cancellation & Refund Policy

Cancellation Type	Policy Details
Church-Initiated	If Life Church must cancel a reservation due to a priority church ministry event, a full refund or credit toward a future booking will be issued.
Weather / Closure	In the event of facility closure due to severe weather or emergency conditions, a full credit will be issued toward future facility use.
User-Initiated	Cancellations made by the reserving organization are generally non-refundable. However, if Life Church is able to rebook the canceled time block, a refund will be issued. <i>If a booking mistake occurs, notify Chris Schwartz (chris@lifeinmonroe.org) immediately.</i>

5. Facility Care, Cleanliness, & Property Maintenance

- **Mandatory Facility Checklist:** Every organization must review and strictly adhere to the official Facility Checklist during each visit to maintain cleanliness and facility security.
 - [Click here to review checklist](#)
- **Restoration of Facility Areas:** All utilized spaces—including gymnasiums, kitchens, hallways, restrooms, and meeting rooms—must be thoroughly cleaned and returned to their original condition and layout upon event completion.
- **Damages & Reporting Responsibility:** Reserving organizations are financially responsible for any missing property or damage incurred during their reservation block. Any pre-existing damage or incidents must be reported immediately to Chris Schwartz at chris@lifeinmonroe.org

6. Outside Vendors & Insurance Requirements

- **Vendor Authorization:** All external vendors (e.g., caterers, equipment rental providers) must receive prior authorization from Life Church leadership.
- **Insurance Requirements:** Events involving inflatables, heavy setup items, or specialized vendor equipment must submit official Certificate of Insurance (COI) proof of general liability coverage prior to the event.

7. Policy Compliance & Church Authority

To protect church property, maintain facility security, and align with ministry priorities, Life Church Monroe reserves the right to:

- Reschedule or cancel external reservations if facility space is required for official church ministry events (making every effort to offer alternative times or refunds).
- Immediately revoke facility use privileges for violations of guidelines outlined in this document or the WAC Facility Use Agreement.
- Decline future reservation requests from organizations that fail to comply with facility guidelines or directives from Life Church staff.

Note: Completed Facility Use Agreement forms must be emailed to Chris Schwartz prior to event - chris@lifeinmonroe.org