

FACILITY USE POLICY FOR PRIVATE EVENTS (MEMBERS ONLY)

RESERVING THE FACILITY

In order to reserve any part of the Point Harbor Church (PHC) facility for private events, members must fill out the Facility Use Request Form for Private Events. You can pick up the form from PHC or access the form online www.pointharbor.com/facility

AVAILABILITY

The availability of PHC facilities is subject to current worship and ministry needs. Private events can be scheduled no more than 6 weeks prior to event. The facility is **generally** available during the following days and times:

- Monday/Tuesday/Wednesday - all day
- Thursday – until 3pm
- Friday – all day
- Saturday - until 3pm
- Sunday after 3pm

AVAILABLE AREAS

Auditorium
Children's Classrooms (during the week)
Discipleship Classrooms
Grand Foyer
Grounds
Student Ministries Building

FACILITY FEES

A \$150.00 refundable deposit is due at time of reservation in order to hold your date. The event will not be scheduled until the deposit is received. The deposit will be refunded to you if, after the event, the facility has been inspected and no damages have occurred.

*Experience a place where you can grow in your faith, connect with others,
and discover the story God has for your life.*



Payments should be addressed to:
Point Harbor Community Church
2705 Taylor Road
Chesapeake, Virginia 23321

Please write the event date and facility to be used in the memo of your check.

AUDIO/VIDEO

A PHCC technician is required for all events requesting sound, lighting or multimedia presentations. Based on the scope of your event, more than one technician may be required. There is an additional fee for this service. Setup and sound checks must take place during the rental time frame with a PHC technician.

DECORATIONS

Decorations are not provided by PHC.

ADDITIONAL INFORMATION

- No deliveries will be accepted by PHC staff for an event. You must bring all items with you at the time of set-up.
- Members are asked to follow the **Private Event Guidelines**.
- PHC reserves the right to disallow access to the building to anyone who has violated these guidelines.
- Members using the facility for private events are liable for all damages incurred to any PHC facility.
- PHC reserves the right to cancel any event due to unforeseen circumstances. If PHC cancels your event, you will be refunded all fees paid.

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- The consumption of alcoholic beverages is not permitted in any of Point Harbor Church's facilities.

If you have any other questions contact:

Ashleigh Roots

Phone: 757-465-1305; (Mon.–Thurs. from 9:00am – 4:00pm)

Email: aroots@pointharbor.com

Tom Tuttle

Phone: 757-465-1305; (Mon.–Thurs. from 9:00am – 4:00pm)

Email: ttuttle@pointharbor.com

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