



Summit Crossing Community Church
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347 Reservation Policy



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Preface

Please read through our policy carefully, making note of any questions you might have. If you need additional information, please call the church office at 256.325.9905. The church office hours are 9:00 AM – 3:00 PM, Monday through Thursday.



Facility Guidelines

No items owned by Summit Crossing Community Church may be removed from the property without consent of staff.

The building will be available for set-up for your function based on the arrangements that have been approved.

All events must end by 11pm to allow time to clean up and be out of the building by midnight.

Any red drink is prohibited in the facility because it stains when spilled.

No alcoholic beverages of any type in any form are to be brought into the facility. Smoking is not permitted inside the building or near an open doorway.

Any music or art with explicit content is not allowed.

All candles must have a protective guard underneath. There should be no wax on the floor, tables, or chairs at the end of the event. If this should happen, a damage charge will apply.

All arrangements related to the use of the facility must be communicated to the Office Administrator prior to the event date and approved by the Missional Life Pastor, such as planned use of spaces and the set up or removal of any tables or chairs.

Summit Crossing must comply with the fire marshal code, therefore all walkways should be clear of decorations, etc. to ensure that all guests can get out safely in case of fire.

Only the items communicated as available for use shall be utilized for the event. All other items within the facility have a separate designated purpose, so please do not move or deplete without prior approval.

Once the event has ended, all decorations must be removed immediately. Please do not store any items overnight. All chairs, tables, etc. must be returned to their original location, and floors, tables, and counter-tops cleaned.

Please place all trash in the dumpster out behind the facility.

The 347, including the kitchen and storage facility, must be left in the manner found.

The 347 Resource Room will remain open to the public during the day, so the front doors must remain unlocked.

A 347 Host(ess) will be provided during your event. Please feel free to ask them any questions you may have and heed any directions they give regarding use of the facility or 347 equipment.

Only the 347 Host(ess) approved by the church are authorized to use the sound and/or video equipment. If you would like to use the sound and/or video equipment, please notify the Office Administrator when reserving the 347.

We will accept applications for holiday usage on a case-by-case basis.

Please note that Summit Crossing Community Church reserves the right to give a seven day notice to reschedule your event.

347 Reservation Application

Name: _____ Home Phone: _____
Address: _____ Work Phone: _____

Are you a member of Summit Crossing? _____

Dates needed: _____

Time of Event (including set up and tear down) : _____

Planned usage of the facility: _____

Will your event need to use the TV, DVD Player, or Computer Input?

Damage Responsibilities

Please read and return to the church office.

The damage fees will be equivalent to any damages that arise and will be charged only if needed.

I understand that I am responsible for any damages to Summit Crossing Community Church property during the event. If any damage occurs, I will assume liability and all repair or replacement.

I have read and understand the guidelines for the reservation of the 347 and will respect the guidelines that have been presented.

Signature: _____ Date: _____

For Office Use Only

Date Approved:

Approved By:

Total Charged for Damages:	
Total Paid:	
Balance Owed:	