



130 jackson

a venue for blacksburg

VENUE HANDBOOK

The facilities of *130 Jackson* have been placed in our care and are held in trust by the Staff Team. These guidelines have been prepared in order to promote consistency between the leaders of the many organizations that use *130 Jackson*. These guidelines are in no way intended to be burdensome, but rather the most creative possible approach to the responsibility of all users for the maintenance, economy of operation, and the widest possible use by New Life Christian Fellowship of the facility.

AUTHORIZATION FOR FACILITY USE

Ministry staff and lay leaders may request use of the building by contacting the building manager via email at 130jackson@gmail.com and filling out a [Building Use Request](#) form.

All outside organizations or individuals must submit a [Building Use Request](#) form electronically for use of the facility to the building manager and pay any fees associated with use of the building (See Fee Schedule page 3). In addition, outside organizations and individuals requesting use of the property for non-ministry purposes must receive approval for their use of the facility, and use must be compatible with a level of appropriateness determined by the Staff Team.

Worship and activities of New Life Christian Fellowship will always have priority in scheduling use of the facilities.

All users of the facilities are expected to follow the guidelines for cleanup and maintenance of the facilities.

Misuse, abuse or inappropriate behavior may disqualify a group from future use of the facilities.

FEE SCHEDULE

The following activities will receive automatic approval for use of facilities at no charge.

1. Worship functions planned/sponsored by the NLCF staff

- Sunday services/NLCF. Deeper.
- NLCF Kids
- Special services

2. Regular church meetings

- Staff meetings
- Prayer meetings
- Music team rehearsals
- Engage Group/Small Group/Huddle
- Open hours

3. Church sponsored programs

Sponsoring Group/Staff member involved is responsible for scheduling, set up, clean up, etc.

- 506/Reach meetings
- Downtown Congregation potlucks
- New Life 101
- Fall Kick-off

4. Church organizational and outreach activities

- Club 130
- Mission Move-In
- Wii Bowling Tournament

All other activities will be allowed use of the facilities if available and will be charged the following:

The Staff Team has adopted a schedule of use fees to defray costs of maintenance and utilities. In each case, the appropriate fees must be paid in advance at the time reservations are made. If reservations are canceled 48 hours prior to the event, the fee will be refunded. Fees may be paid at *130 Jackson*. Checks should be made payable to NLCF.

Main Room and Side Room	Fee will be determined based on event type and duration	
	Concert ~ \$100	
	Theater Production ~ \$100/day of show, \$50/day of rehearsal	
	Class ~ \$10/day	
Sound/Lights/Projection	\$25/hour (must be certified personnel)	
Tables/Side Tables	Only as available	Estimated replacement cost ~ \$149 to \$250
Chairs/Couches	Only as available	Estimated replacement cost ~ \$14.99 to \$599
Additional Cleaning (if requested before event)	\$50 entire building	

**Dishes and serving equipment are for New Life Christian Fellowship events only.*

ALL USERS MUST ASSUME RESPONSIBILITY FOR THEIR OWN SET UP/CLEAN UP AND AGREE TO RETURN THE FACILITY TO PRE-EVENT CONDITION.

POLICIES FOR USE OF THE FACILITIES

Strict policies concerning the use and care of the facilities will be observed in order to insure the protection of furnishings, cleanliness of facilities, economy of utilities, and welfare and safety of all concerned. Questions concerning the use of furnishing and equipment should be directed to the building manager.

- It will be the responsibility of the individual/organization/staff member/ministry leader in charge of any function to ensure that the areas used are cleaned and returned to their pre-event condition. Also, he/she will secure all doors, light, heating, and air conditioning in the building at the close of the meeting/function.
- All persons requiring keys or entrance codes shall arrange for them through the building manager. The building manager issues keys and temporary entrance codes.
- For nonmembers, the building manager must be present during scheduled events unless he/she has signed an agreement stating otherwise.

WELFARE OF THE BUILDING

- Smoking or the use of any tobacco product is NOT permitted inside the venue.
- Alcoholic beverages are NOT permitted inside the venue.
- Do not use or make adjustments to sound equipment, connections, or receptacles. Only identified trained persons may operate the sound equipment. *If you require the use of audio equipment (microphone, music, speakers) an operator must be secured that has completed the required training. Contact the building manager to arrange for a certified technician.*
- Changing thermostat settings. *Please only make slight adjustments to the standard settings and be sure to return the thermostats to their standard settings upon completion of your meeting/event. Recommended temperature for thermostats during an event is 68 to 70 degrees.*
- Do not leave food supplies or beverages on counters, on floors, or inside refrigerators. If you brought it with you, please take it with you.
- Gather all trash, including the trash from the bathrooms, and carry it to the trash bin and place it inside the trash bin. Be sure the trash bin lid is closed. Replace liners in trashcans. These are stored below the sink in the main room.
- Empty drink cups and cans in the sinks before placing in trashcans/recycle bins.
- Clean dishes and silverware using cleaning products located under the sink.
- Turn off all lights.
- NO animals, with the exception of service animals, are to be brought into the facility.
- Furniture, if moved, must be returned to their original location or a pre-designated storage area.

MAINTENANCE AND CLEANUP GUIDELINES FOR INDIVIDUAL EVENTS/FUNCTIONS

FYI- WEEKLY CLEANINGS ARE SOLELY TO PREPARE THE BUILDING FOR REGULARLY SCHEDULED EVENTS.

- **Tile floors** – Main room, side room, bathrooms and other tile surfaces should be swept and mopped after use. Do not use abrasives. All cleaning supplies are available in the utility closet. Do not drag tables, chairs, or couches on tiled floors, as it results in damage to the tables, chairs, couches and floors.
- **Carpets** – Be careful that liquids, crayons, or foodstuffs are not spilled on carpets. Use protective coverings when doing crafts. If an accident occurs, please clean up immediately. If the cleaning is unsuccessful, then report it to the building manager so appropriate professional cleaning can be done as soon as possible to prevent permanent damage. After use, vacuum or sweep all carpeted areas.
- **Counter/bar surfaces** – Counters and bar should be free of clutter and all food service materials, such as plates and cups properly stored out of sight. Counters must be wiped with a damp cloth after use.
- **Tabletops** – Tabletops must be wiped with a damp cloth if food or drink has been served. Please vacuum/sweep floors after tabletops have been cleaned.
- **Tables and chairs** – Tables will be moved and set up/taken down with care to avoid damage. Tables and chairs must be stored in appropriate locations. Stack chairs no more than eight high to avoid damage.
- **Bathrooms** – Bathrooms should be left in a clean and orderly manner with trash removed. Please insure that all toilets have been flushed and are free of debris. If there are problems that need to be addressed such as plumbing or lights please report this to the building manager so these can be addressed.
- **Stage area and sound booth** – Musical equipment must remain unaltered unless otherwise agreed upon. Children should not be allowed to play in the stage area. Sound booth area is restricted to authorized technicians. Do not use or adjust sound equipment, connections, or receptacles. Only authorized and trained persons may operate the sound equipment.
- **Serving supplies** – Return all dishes and serving equipment to their original storage area. If cloth towels are used, they must be placed in the sink in the utility closet.
- After each use of the facility, the building manager or other assigned persons will inspect the used areas. In case of improper clean up, the group will be contacted and asked to “finish the job”. If the group does not respond to this request, they will be charged a cleaning fee appropriate to return the building back to its pre-event condition.
- At the time the building is reserved, one person must sign as the one responsible for the condition in which *130 Jackson* is left after the function is over.

CLOSING/SECURING POLICY

The individual(s) responsible for the user group, the individual signing the Building Use Request, shall insure that all doors are locked before departing.

1. If it is during open hours when you leave, you need to check out with the building manager or another administrative staff person available to inform him/her that you are done.
2. If it is outside open hours or no staff member is on duty, the following must be accomplished when securing the building:
 - a. If you are responsible for children or youth, you must stay until ALL children are picked up by responsible parties.
 - b. Insure that all outside doors are locked and properly closed. CHECK EACH DOOR to make sure each door is secure and locked.
 - c. Turn off all interior lights.

A **Facility Closing Checklist** to assist in building clean up and security guidelines has been developed to assist the responsible party. See page 7.

FACILITY CLOSING CHECKLIST:

- All rooms are left as designated in the building use policy. Tables and chairs are to be stored properly or arranged as indicated in the building use policy.
- All trash is removed and placed in the trash bin. Clean trashcan liners have been placed in the can.
- Responsible party, the one who is designated on the Building Use Request Form, has inspected the building. Damages should be noted and reported to the building manager immediately (130jackson@gmail.com).
- Check bathrooms to assure they are clean and in an orderly manner. Ensure all toilets have been flushed and are free of debris. Empty trash. If there are issues such as plumbing or lighting that need to be addressed, contact the building manager immediately (130jackson@gmail.com).
- Counter tops are clear and have been wiped clean. All food brought in has been removed.
- Tabletops have been wiped clean. Tables and chairs have been stored appropriately.
- Floors have been cleaned. Carpets have been vacuumed and tile floors have been swept or mopped if there is visible spillage/soiling. If the vacuum cleaners are not operating properly, please report this to the building manager (130jackson@gmail.com).
- Check out with the administrative staff if it is during open hours.
- If you are responsible for children or youth, you must stay until ALL toys, athletic equipment, etc., are picked up. You must also stay until parents or a responsible party picks up children or youth.
- Lastly, do the following when securing the building:
 - Insure that all outside doors are locked and properly closed. CHECK EACH DOOR to make sure each door is secure and locked.
 - Turn off all interior lights.

Date: _____

Responsible Person Name: _____

Responsible Person Signature: _____

Responsible Person Phone Number: _____



130 jackson

a venue for blacksburg

130 Jackson Street NW
Blacksburg, VA 24060
130jackson@gmail.com

INDEMNIFICATION HOLD HARMLESS AGREEMENT

In consideration of New Life Christian Fellowship, its pastors, all other staff, congregation, and members (collectively the "Church") consenting to the use of its premises located at 130 Jackson Street NW, Blacksburg, Virginia, 24060 by _____ (individual/organization requesting facility use) and its members, guests and others. _____ (Responsible party) agrees to indemnify, defend and hold harmless New Life Christian Fellowship from any and all claims or causes of action for property damage, bodily injury, or personal injury brought by any member of guest of _____ (individual/ organization requesting facility use) or any other person or entity associated with _____'s (individual/organization requesting facility use) use of the premises.

Name of individual/organization using premises

By: _____
Signature

Title

Date



FEES ASSOCIATED WITH BUILDING USE (OFFICE USE ONLY)

_____	\$ _____
_____	\$ _____
_____	\$ _____
_____	\$ _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check <input type="checkbox"/> Bank Card _____ Date	Total \$ _____

----- OFFICE USE ONLY -----

DATE REQUEST RECEIVED: _____ Approved Date: _____ Initial _____

Not Approved (Describe Reason)
