

# EVENT POLICIES

## REQUIREMENTS FOR FACILITY USE

The First Colony Church of Christ has the following basic requirements for the use of its facilities as an event venue:

We would love to serve you here at our First Colony campus. To have an event here:

- A. Review the following pages of this policy.
- B. Review the [Event Fees](#).
- C. Complete the Online [Event Form](#).

## FIRST COLONY EVENT DIRECTOR

The First Colony Event Director is an official representative of the church and is your primary contact for all event related activities. After you complete and submit the Online Event Information Form, the Event Director will contact you and let you know if your requested date is available.

You may use the event planner of your choice; however, the First Colony Event Director will still attend the event to assist as to proper procedure. The Event Director is to be advised of all event details even if an outside event planner is used.

## WHAT CAN I EXPECT FROM THE FIRST COLONY EVENT DIRECTOR?

The First Colony Event Director is not your personal event planner; however, you can expect her to be very helpful in the overall planning process. The Event Director can advise you on some of the details regarding your event but her primary role is to make sure your event flows smoothly.

### **The First Colony Event Director does the following:**

- Meets with you for initial consultation
- Recommends vendors
- Point person for your questions
- Provides input along the way
- Liaison to the Facilities Manager and multimedia needs
- Directs your event

### **LOCATIONS FOR EVENTS AT FIRST COLONY**

There are three locations in our facility suitable for events:

- Worship Center - Seats 900
- Chapel - Seats 110
- The Gym - Seats 600

### **NO EVENTS MAY BE SCHEDULED ON:**

- Sunday
- Good Friday thru Easter Sunday
- Thanksgiving Day and Weekend
- Christmas Eve or Day
- New Year's Eve or Day
- Anytime, day or evening, that would conflict with church events already scheduled in the Chapel, Worship Center or in other church facilities.

Please Note: There shall be no expectation. The church will not remove stage and Worship Center decorations/fixtures for your event. A backdrop may be rented to hide stage pieces.

### **SCHEDULING OF VENDORS**

Vendors are to be scheduled by you. The Event Director will assist by providing a resource list, if requested. The event party will be held liable for any damage to carpets, furniture or buildings by the vendors so it is important you carefully note the guidelines included herein and make sure the vendors follow the guidelines. First Colony reserves the right to restrict the privileges of any outside vendor who violates the event policy of the church.

### **ALCOHOL, SMOKING, DANCING**

No alcoholic beverages or smoking will be allowed in the building or on the church grounds. No one under the influence of alcohol or drugs will be allowed to participate in the event and will be asked to leave the premises.

We do not permit an open dance floor or environment in our facility. The list of planned music must be submitted and approved by the First Colony minister prior to the event.

## DECORATIONS

Florists will have access to the location of the event one day prior to the event at a mutually agreeable time between the florist and Event Director. When the event is concluded the event party is responsible for ensuring all areas are cleaned and all flowers and decorations are removed. With approval from the Event Director, vendor-supplied decorations, if necessary, can be stored for pick-up until the Monday after the event. Vendors must schedule pick-up during normal business hours. First Colony is not responsible for any items left behind by the event party. Leaving floral arrangements for worship services must also be approved by the Event Director. No decoration of any kind may be applied to walls, ceilings or glass. Florist wire, ribbon or pipe cleaners can be used when necessary, but nails, staples and adhesives of any kind are not permitted.

No plain wax candles are to be used. Candles need to be spring loaded or Paradise brand. Votive or drip-less candles may be used in hurricane lamps. Candelabras may not be attached to pew ends. Aisle candles are permitted in hurricane lamps only. In order to protect the floor and furniture, plastic material must be placed under all floral arrangements and candles.

## MUSIC & MEDIA

Only music & media that is suitable for a church environment may be used. Sacred, contemporary Christian, hymns and classical instrumental music are appropriate. Some secular songs are permissible with approval of First Colony ministerial staff. Music selections must be turned in 2 weeks prior to the event. A finalized CD/DVD must be given to the Sound Tech at 2-weeks prior to the event. Outside musicians may be used with the approval of the Event Director. Media to be shown at the event must be approved by the Event Director 2-weeks prior to the event.

## PHOTOGRAPHY & VIDEOGRAPHY

The location chosen for the event and the surrounding church grounds, when available, may be used for photographs and videography during the event.

## REMINDERS

- We ask that you help us treat our church facility with respect. Members of the event party and guests must abide by the following guidelines, which are strictly enforced:
- No event can start later than 7:00pm or if during the day more than one hour after scheduled time.
- First Colony does not provide childcare. Childcare is not allowed at the building.
- All children must stay with parents or caregivers at all times and not left unattended.
- No red punch can be served at the event.
- Use of inappropriate language is prohibited.
- Proper dress is required at the event.

- The use of alcoholic beverages, tobacco, drugs, or items resembling such is strictly prohibited on the premises.
- No furniture may be moved from other parts of the building without approval of the Event Director.
- The church is in no way responsible or liable for personal items such as dresses, wraps, purses, jewelry, silver, glassware, musical instruments or cameras brought to the church for the event.

## **RESERVING EVENT LOCATION & TIME**

The Event Director will confirm the availability of the date, time and location you requested for your event after you have submitted the Online Event Information Form. Reservations may be made no more than one year in advance.

Reservation for the space in your name will be guaranteed only upon receipt of a signed Application, signed Event Requirements Form and a nonrefundable deposit.

Please make checks out to First Colony Church of Christ. The check should be mailed or dropped off at 2140 First Colony Boulevard, Sugar Land, Texas 77479. The deposit amount will be deducted from your final charges, which are due 30 days prior to the event.