



## Policies and Procedures for Convention Center Use

### Section 1 – General Policy

#### 1. Purpose

It is our intention that the South Louisiana Convention Center be used to worship God, spread the Good News and enjoy Christian fellowship. To manage the facilities well, facilities usage fees are required for non-conference activities to cover the costs incurred in the use of the facilities and for the upkeep of the property. Details of convention center facilities available for use by individual(s) or group(s) meeting the requirements are specified in this document.

#### 2. Convention Center Usage

The Convention Center Facilities Use Policies are applicable to all users of the Convention center based on the category of usage listed below in descending priorities.

- ARKLA SDA Conference Ministries
- ARKLA SDA Church Groups
- Other SDA Church Groups
- ARKLA SDA members – private functions

Bookings may be requested but are not confirmed until **three months or less** prior to the booked date. Once dates are confirmed even if a group with higher priority were to request a date, the first one confirmed will be allowed to use the facility. **The exception is if there is a natural disaster and Adventist Community Services requires use of the facility to respond.**

#### 3. Definitions

- a. **“Convention Center Facilities”** means any part of the ARKLA Seventh-day Adventist property located at 44364 South Coburn Road, Hammond, LA, i.e. the main building, the kitchen, storage rooms, all rooms in the building, the bathhouse, all furniture and equipment belonging to ARKLA conference, the grounds, and the parking area.
- b. **“ARKLA SDA Conference Ministries”** means ministry groups that have operating budgets provided by the Arkansas-Louisiana Conference of Seventh-day Adventists and are listed as a ministry under the ministries tab on the [www.arklac.org](http://www.arklac.org) website. (The use for these functions is usually on a free basis.)



- c. **“ARKLA SDA Church Groups”** means officially organized groups, companies, or churches within the ARKLA Conference of Seventh-day Adventists and includes Adventurer and Pathfinder clubs and Adventist schools within the conference.
- d. **“ARKLA SDA members”** means individuals who are members in good standing within an ARKLA SDA Church Group.
- e. **“private functions”** means other activities *not directly related to official ministries of the ARKLA Conference* such as weddings, reunions, family camping, recreational activities.

#### 4. Requirements for Use of Facilities

- a. Under all circumstances, the Conference Center facilities must *not* be used for commercial / political / non-Christian religious purposes.
- b. The Conference Center committee may require a designated or trained and approved person(s) to be available at the conference center to assure adherence to the terms of the Facilities use agreement for the entire period of usage, e.g.
  - i. Security (opening and locking doors) *possible fee charge*
  - ii. Audio/video control (*possible fee charge*)
  - iii. Custodian Services (cleaning buildings and restocking paper goods) *possible fee charge*

#### 5. Rental Fee Schedule

The fees of the Convention Center facilities are determined by the Convention Center Committee and are subject to change as needed.

#### 6. Use of Equipment

- a. Request for the use of equipment is subject to the approval of the ARKLA Associations office. Under normal circumstances, the office will not entertain any last-minute request for items that were not made at the time of application.



- b. All equipment for projection, audio/video system including the sound system must be supervised by technicians of the Convention Center. All such equipment must be run by someone trained by the ARKLA conference and authorized to use the equipment. **In most cases there will be a fee for these services.**

## 7. Rights of the Convention Center

The Convention Center committee reserves the right to execute as follows:-

- To deny the application for the use of convention center facilities by any individual or group without stating the reasons;
- **To cancel any approved application due to unexpected ARKLA Conference needs at any time without liability;**
- To terminate the rental agreement immediately without liability nor payment if the applicant fails to comply with the rules and regulations of the Convention Center Committee;
- To cancel the rental agreement and make a refund without interest in case of cancellation by the church due to bad weather conditions (e.g. storms); and
- To make alterations to the Facilities use policies, procedures, rules and regulations at any time without prior notice.

## Section 2 – Application Procedure

### 1. Request for Use of Facilities

All groups, including ARKLA groups, wishing to use the Convention Center Facilities should request permission and make arrangements through the Associations Office at the ARKLA Conference office by calling 318-631-6240 or visiting [www.arklac.org/ministries/associations](http://www.arklac.org/ministries/associations).

### 2. Information required

- The name of the designated person responsible for the event
- The name of the group / fellowship using the facilities
- The specific building(s) / room(s) required
- The specific needs for the event such as equipment
- The nature and function of the event
- The date and the time of the intended use
- The phone number (day and night) and email address of the designated person



### **3. Rental Payment**

Within two weeks of the receipt of the Notification of Approval, the applicant should return a signed agreement to indicate their acceptance of the Rules and Regulation of Facilities Use along with a check of the full rental fee together with a damage deposit of \$200, payable to the ARKLA Conference of Seventh-day Adventists to confirm the booking. Post-dated checks will not be accepted.

### **4. Cancellation**

If cancellation is made by the applicant one week before function date, ARKLA will make full refund subject to a deduction of an administration fee of \$250.00. If the cancellation request is made less than one week, but up to 24 hours before function date ARKLA will refund 50% of the total payment. If cancellation request is less than 24 hours prior to the function date, no refund will be made.

If cancellation is made by ARKLA or the Convention Center committee due to special circumstances deemed necessary, the full amount of the paid fee will be refunded to the applicant without interest or compensation. Alternatively, the payment may be applied to another booking on a mutually agreed upon date.

## **Section 3 – Rules and Regulations of Facilities Use**

### **1. General**

- a. The program or any publicity materials must be previewed and endorsed in advance (minimum one week's notice) by the Associations office before distribution.
- b. Smoking, alcoholic beverages, profanity, violence and excessive noise are strictly prohibited anywhere in / on the convention center facilities.
- c. Thermostats are not to be adjusted in any way.
- d. No pets (except certified service animals) are allowed at facilities.
- e. Convention center materials or supplies are not allowed for use unless advance approval has been obtained from the Association office staff.
- f. Users assume full responsibility for the conduct of all persons present at the event.



## 2. Housekeeping

- a. All areas must be kept clean and tidy. **The user is responsible for the clean up of the facility to the original condition, and returning any removed articles or furniture to the original place.** Users must leave the facilities in a tidy, clean condition after use.
- b. All program materials brought by the user will be removed from the space when the event is over.
- c. No signs / posters / bulletins / pictures / banners should be hung in any buildings unless permission to do so has been given by the Association office at the time facility was rented.
- d. No outdoor signs or objects should be placed upon the church property without prior approval of the Association office.
- e. No meat (fish, chicken, beef, pork, etc.) is allowed to be cooked or served in the buildings.
- f. When the kitchen is used, users are expected to keep it clean. This includes cleaning, putting away all utensils and removing food items from the refrigerator before leaving. Red trays are to be washed and put away dry. If they are stacked damp they will mold.

## 3. Use of Equipment and Facilities

- a. Access to equipment such as microphones, amplification equipment, projector, television, DVD player, etc. will not be permitted unless approval has been obtained at the time of application. Any last minute request for items that were not made at the time of application may not be approved.
- b. **The main audio/video system must be operated by authorized Convention Center technicians only.**
- c. If music is to be played at the event, only Christian music is allowed unless approved by the Convention Center committee. In no case will any music be allowed that contains inappropriate lyrics.
- d. **Lawn equipment must be operated by authorized Convention Center staff.**



**4. Children**

All children must be supervised and attended by adult(s) at all times in / on any part of the facilities. For the children’s safety, children are not allowed to play in or around sewer/drainage ponds. Note: These ponds have minimal fencing around them that mark boundaries only. The fence will not prevent children accessing ponds. Supervision is required.

**5. Parking**

There is no conference liability when parking on the premises. The group using the facility may secure a security guard with pay to patrol the parking area for security reason when you feel it is warranted. That is at your discretion.

**6. Violations**

The Convention Center may terminate the rental agreement immediately without liability or payment if the applicant (renter) or designated person fails to comply with the rules and regulations of the center.

**7. Injury / Damage / Loss**

- a. The Convention Center nor the ARKLA Conference of Seventh-day Adventists assumes any responsibility for lost, stolen or destroyed items, nor will the Center be liable for any user’s injury or property damage at any time in any part of the facilities. In some circumstances a liability waiver may be required.
- b. Users will be held fully responsible for any injury, damage or loss of the Convention Center property caused by intentional or negligent conduct on the part of any persons using the Convention Center facilities.

**Section 4 – Facility Use Fee Schedule**

The fee schedule may be adjusted at the discretion of the Convention Center committee. All fees are payable to the ARKLA Conference of Seventh-day Adventists and are due 5 **business** days prior to the event.

<b>Main Building (Daily) –</b>	<b>\$100</b>
<b>Camping and Bathhouse (Daily) –</b>	<b>\$ 25</b>



**Personnel Services and Equipment Fees**

Audio/Video Technician & equipment (daily) -	\$150
Cleaning Services -	\$100



**Application to Use Convention Center, Hammond, LA**

**Name of Event:**

**Date Submitted:**

**Submitted By:**

**Calendar Date(s) Requested:**

**Duration of Event:**

**Facilities Requested:**     Main Building     RV/Camping Sites     Bath House

**Special Requests:**

**Contact Person:**

Cell Phone:

Home Phone:

Work Phone:

Address:

E-mail:

Is the Requestor a member of the ARKLA Conference of Seventh-day Adventists?

Yes       No

**By signing below, I acknowledge that I have read & agree with the Convention Center Policies and Procedures for Center Facilities Use as presented and will abide by all stipulations set forth.**

**Signed:** \_\_\_\_\_

**Date** \_\_\_\_\_