

# Facility Usage Guidelines & Agreement

The Springs Church  
4161 N. Rancho Suite 110  
Las Vegas, Nevada 89130

## **CONTACT INFO:**

Office Hours: Monday - Thursday (8:30am - 2:00pm)

Phone: (702) 912-4479

Email: [office@thespringslv.com](mailto:office@thespringslv.com)

Website: [www.TheSpringsLV.com](http://www.TheSpringsLV.com)

Our vision and purpose of the usage of our Church facility is to minister the love and goodness of God through Jesus Christ. Our hope is that you will be blessed in your choice to utilize our facility for your special event. The following guidelines share our expectations, limitations, and our needs in serving you for your special event.

If you are interested in having The Springs Church Staff officiate a wedding, funeral, or special service, please contact us at [office@thespringslv.com](mailto:office@thespringslv.com). The Springs Church reserves the right to deny usage to any group or individual that is contrary to our stated biblical values and beliefs.\* For more information, request our biblical values and beliefs overview at [www.thespringslv.com/what-we-believe](http://www.thespringslv.com/what-we-believe)

**FACILITY DETAILS:** We are located in central northwest Las Vegas. We are easy to find, and have plenty of available parking. We have a beautiful sanctuary that seats 150 people, which includes a full range of video and sound capability. We also have an office, two bathrooms, a large multipurpose room that can hold approximately 50 people (with refrigerator), a nursery room, and a small preparation room (with sink).

**USAGE DEPOSIT:** \$150 Make checks payable to The Springs Church. A deposit is due at the time of reserving The Springs Church facility, and will be refunded upon delivery of facility without damage.

**USAGE FEES:** The usage fee varies depending upon how the facility is used, and for how long it is used.

## **General usage fees:**

- \$150.00 per hour
- \$100.00 Administration & Cleaning fee
- \$25.00 Sound/Multi Media Operator per hour (see usage fee spreadsheet for specific needs)
- \$150.00 Officiant fee (if needed)

There is a 50% discount for members of The Springs Church.

Usage of The Springs Church facility must be approved by our Lead Pastor and coordinated with our Executive Assistant — who will oversee opening and closing the facility, setting the room temperature, and supervising usage of multimedia, sound, and technical equipment, etc.

*The entire usage fee is due 7 days prior to event.*

## **I agree to the following:**

- Moving of chairs and church furnishing must be coordinated with the Executive Assistant.
- It is the users responsibility to thoroughly clean up after the event.
- I will follow the direction of the Executive Assistant in the usage of TSC facility.
- I accept full responsibility for the care of the facility, equipment and furnishings of TSC.
- I agree to compensate TSC for any damaged equipment, furnishings, or items missing.
- I understand that the deposit will be returned after the event, upon inspection and approval.

- TSC reserves the right to deny service to any group that is defamatory or who's beliefs are contradictory to the Christian Faith.
- No alcohol is allowed on the premises without approval of the Executive Assistant.
- Cancellation Fee: 7 days or more prior to event - 20% of deposit, within 7 days of event -20% of entire usage fee.

**Indemnification**

I agree to indemnify, defend and hold The Springs Church harmless from any and all claims and lawsuits, including, but not limited to the payment of all damages, expenses, costs and attorney's fees, whether these claims be based upon alleged intentional conduct, active or passive negligence, or any liability, on the part of persons using The Springs Church facility at 4161 N. Rancho Dr., Suite #110, Las Vegas, NV 89130.

**I acknowledge receipt of this agreement and have read and understand its conditions.**

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Name (Signature)

**Contact Info (Name, Address, phone, email):**

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**Minister conducting special event contact info (phone, email):**

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**Please check mark to identify your requested usage purpose:**

Wedding and Reception

Memorial Service and Reception

Special Event

Other: \_\_\_\_\_

**Requested Date, Time, Duration & Specific Requests:** \_\_\_\_\_

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**NEXT STEPS:** Return the completed TSC Facility Guidelines and Agreement to the church office or [office@thespringslv.com](mailto:office@thespringslv.com) and submit the required Usage Deposit.

*Thank you for choosing The Springs Church for your special event.  
We sincerely appreciate the opportunity to serve you!*

