



**USE OF THE TERRACES BY NON-MEMBERS
POLICY, PROCEDURES & APPLICATION**

Use of the Terraces and Meditation Park should be consistent with the values and beliefs of Big Canoe Chapel and should represent the Chapel in a positive way.

APPROVAL

All outside organizations asking for use of the Terraces must fill out the application and submit it to the Chapel Board of Trustees at least ninety (90) days prior to the event. The Board must approve each event to be held at the Terraces.

CHAPEL POLICY:

There are to be no coolers in or around the Terraces seating area. No alcohol is permitted anywhere on Terraces or Chapel property. (April 17, 2023)

CONSIDERATIONS

1. Attendees are responsible for their own food, drink, and behavior.
2. No alcohol is allowed on Terraces/Chapel property. In the Terraces seating area, coolers must be the size to fit under a chair.
3. Chairs may be placed in the Terraces area after 10:00 am the day of the concert to reserve spaces for seating.
4. The Terraces Sound System can be used only by a member of the Chapel Terraces or Tech Committee.
5. The Chapel Sponsor will take care of the keys to sound system and restroom.
6. Sponsoring organization is responsible for seeing that rules are followed, and behavior is appropriate.

APPLICATION FOR US OT THE BIG CANOE CHAPEL TERRACES

1. Date of Application: _____
2. Name of requesting organization: _____
3. Name and particular of the Event:

4. Date and times of event: _____

5. Purpose of the event:

6. Please describe:

- a) How tickets will be sold:
- b) How money will be handled:
- c) What will happen to "profit" after expenses are paid:
- d) How this profit will be handled:

7. Person from sponsoring organization who will be in charge:

Name: _____ Signature: _____

Email: _____ Phone: _____

This person is responsible for:

- Proper publicity
- Disseminating Chapel Rules and Policies to attendees.
- Meeting with the BOT, at their meeting prior to this event, of persons who will fill the positions required.
- Securing parking assistants
Names of Active Police for security for the event: _____
- Making payments at the time of application:
 - \$500.00 for Security Deposit – separate check
 - \$150.00 for AV Tech – separate check
- Making sure the Chapel rules are followed at the event and behavior is appropriate
- Signing the "Hold Harmless" Agreement between the Chapel and the Organization
- Seeing that the restrooms have been cleaned and are ready for the next event
- Seeing that all litter/trash is picked up from the property
- Removing trash and garbage to the Trash Facility

8. Chapel Sponsor's name: _____

This person is responsible for:

- Meeting with the Requesting Organization's responsible party and reviewing responsibilities
- Attending the event and seeing that duties are performed
- Meeting and communicating with the Chapel BOT
- Getting and returning keys to restrooms, sound system and lights
- Obtaining a Chapel member to unlock and operate the sound system
- Unlocking and locking the restrooms

9. Will this event be consistent with the image that the Chapel wishes to present?