



Banquet Policies and Guidelines

Atlas Campus Fellowship
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Introduction

This packet contains the guidelines we use for Banquets here at Atlas. This packet has been designed to offer the best event space possible while also preserving the mission of Atlas Campus Fellowship and protecting church property.

We ask that you take the time to carefully read over this packet, which should answer most of your questions regarding building use policies, fees, inclusions, etc. To start the process of reserving the space for your Banquet the last page must be signed and turned in with your deposit.

Deposit Information

To reserve your banquet date on the church calendar a \$300 deposit must be paid.

1. The following are the terms of the deposit
 - a. Refusal to follow banquet policies, whether it results in damage to property or not, may result in the forfeiture of some or all of your deposit
 - b. The deposit will be deposited upon receipt.
 - c. After the banquet, all items rented from the church will be inventoried. The cost of replacing or repairing rented items will be deducted from the deposit.
 - d. If any damage to church property that results in repairs, replacements, costly cleaning, or other inconvenience beyond normal wear and tear is incurred; that amount will be deducted from the deposit.
 - e. In the event of damage or lost items, an itemized bill will be mailed back with the remainder of the deposit, if the full balance is not used.
 - f. In the event a banquet is canceled, the deposit will be refunded in full. Unless a technician, custodial person, or other personnel have invested time in preparation for the banquet. Under such circumstances, the cost of their time will be deducted from the deposit.
 - g. The deposit will not be put towards the total charge for the building.

2. The Deposit must be paid to hold the banquet date on the church calendar.
 - a. The deposit reserves only the date requested and other dates cannot be guaranteed in the event a date needs to be changed.
 - b. The deposit can be paid by check or electronic means of payment (Square, Venmo, online forum, etc.)
 - c. Deposits paid by electronic means will include a credit card processing fee
 - i. This processing fee will not be refunded

I understand and agree to the terms laid out for the deposit

Responsible Party _____
Date _____

Responsible Party _____
Date _____

Other Responsible _____ Date _____

Building Use Fees

- 1) The Fee for a Banquet at Atlas Campus Fellowship is \$1000.
 - a) The fee includes the following
 - i) 2 hours of time in the building to prep the space. A building manager will be onsite to assist the whole time.
 - ii) 4 hours of time for the actual event. This will include a building manager for the duration of the event along with security for the duration of the event.

- 2) Additional costs:
 - a) There are additional packages that can be added to the base banquet fee:
 - i) We can provide a sound technician and use of our sanctuary for \$250 this would cover the duration of the event. Any amount of time over base 4 hours will be charged accordingly.
 - (1) This must be decided no less than two weeks prior to the event.
 - ii) Kitchen Use: \$100 flat rate for the event
 - (1) The kitchen may be used for storage and prep at no charge, anything more than this (i.e., cooking) will be considered kitchen usage.
 - (2) Full kitchen guidelines are outlined below
 - iii) Additional hours in the building can be discussed. Any additional hours allowed will be \$100/ hour.
 - (1) Additional hours can be requested up to the date of the Banquet, but they are not guaranteed.

- 3) Discounts:
 - a) Christian clubs/fraternities/sororities will be given a discount of \$280
 - b) Broadway Members will be given a discount of \$400
 - c) If a group elects to clean after the event they will receive a \$200 discount pending inspection and approval of the building manager.

- 4) Building use fees are due in full 2 weeks prior to the banquet date.
 - a) Building use fees may be paid out over multiple payments or in a lump sum as long as the total amount is paid in full 2 weeks prior to the banquet date. Failure to pay a complete amount could result in forfeiture of reservation.

Reservation Guidelines

1. Reserving the building for banquets:
 - a. Atlas Campus Fellowship events always take priority to reserve the building.
 - b. Members will get preference when picking dates.
 - i. A member is defined as a student who has been listed as an active member on the current roster for at least one academic semester. For graduates, the banquet date must fall within one year of graduation to be considered for member preference.
 - c. Banquets will not be scheduled at the following times.
 - i. New Years Eve
 - ii. New Years Day
 - iii. Easter Weekend
 - iv. Labor Day Weekend
 - v. The week of Thanksgiving
 - vi. The week of Christmas
 - vii. The last two weeks of August (August 15-31)
 - viii. The weekend of graduation for any university in Lubbock
 - d. All banquets must end by 11:59 pm. Any amount of time over 11:59 pm will be charged by the hourly rate.
 - e. Seating Capacity:
 - i. The Sanctuary can seat 150 people maximum.
 - ii. The reception area can seat 150 people as well.
 - f. For seating the building provides:
 - i. 150 gray cushioned chairs for Sanctuary space.
 - ii. 150 gray plastic folding chairs for reception space.
 - iii. 11 6ft rectangular tables, 11 round tables, and 1 8ft rectangular table.
 - iv. ACF will not provide any extra chairs or tables.

Building Use Guidelines

1. All banquet guests must obey these guidelines at all times. It is the responsibility of the responsible parties to communicate these guidelines to banquet guests.
2. A representative of ACF will be at the buildings at all times when anyone who is connected to the banquet is at the building.
3. No tobacco products or alcoholic beverages are allowed inside the building or in the parking lot.
4. No food or drink in the sanctuary.
5. The church will not be responsible for damaged or lost items in vehicles parked in the ACF parking lot.
6. All furniture may be moved as long as it is properly stored within the building and is returned to the correct position at the end of the event.
7. Any damages to church property because of the banquet will be the responsibility of those named in this document. If the deposit is not enough to cover damages, the above-named will be charged an additional fee.
8. The church does not have tablecloths available.
9. No piece of church property should ever leave the building.
10. Doors may not be propped open without supervision.
11. All decorations must be removed after the event.
12. Tacks, tape, pins, nails, wire, command hooks, or glue are prohibited to prevent the defacing of the furniture or building.
13. The floor and carpet must be protected from water from floral arrangements.
14. Candles:
 - a. Only dripless candles are permitted.
 - b. Unity Candles may be used in the Sanctuary.
15. Children must be accompanied by a parent or guardian at all times.

Kitchen Use

Atlas Campus Fellowship has a full commercial grade kitchen that can be made available for use. It may be used only under the following guidelines:

1. All used items must be washed and put away after use
2. Every time the kitchen is used a kitchen closing checklist will be provided to the person using the kitchen. This form must be completed and approved by an ACF staff member. Failure to turn in an approved checklist will result in all cleaning fees being taken out of the deposit
3. Available kitchen amenities:
 - a. Two Freezers
 - b. Two Refrigerators
 - c. One Double-Oven (Convection)
 - d. One gas 6 burner range with oven
 - e. Three sinks: one for handwashing, one for food prep, and one for dishwashing
 - f. One industrial coffee grinder
 - g. One industrial coffee maker: Special instructions are required to use the industrial coffee maker
 - h. Two clear drink dispensers
 - i. Two hot coffee dispensers
 - j. A small selection of serving platters (amount, color, and quality vary)
4. The kitchen is not to be open to the public. Caters, Florists, and responsible parties are to be the only people entering and exiting the kitchen.
5. Children are not allowed in the kitchen.

Vendors

Outside vendors may be brought in to work events at ACF; these are the guidelines to which all vendors must adhere while they are in the building.

1. Policies for all vendors
 - a. All vendors must defer to the building manager on any and all matters regarding the building.
2. DJs and other sound/lighting vendors:
 - a. No outside vendor is allowed to use the sound equipment at ACF. If you would like our sound system to be used please consult our Sound/Sanctuary Package.
 - b. All outside DJs will provide their own equipment.
 - c. Outside DJs must respect that this is a church building when choosing a setlist.
 - d. The building manager reserves the right to ask a DJ to change the music at any time they deem necessary.
3. Florists:
 - a. Florists may deliver flowers no more than 2 days prior to the date of the event.
 - b. Fridge space to store and cool flowers is not guaranteed.
 - c. Atlas does not provide buckets or vases to keep flowers in.
4. Caters/Bakers:
 - a. ACF does not offer a catering service.
 - b. Outside vendors must provide any and all disposable goods (plates, bowls, napkins, silverware, serving platters, etc.).
 - i. ACF does not provide disposable plates, cutlery, napkins, or other single-use goods to caterers or those hosting an event.
 - c. ACF does have a selection of dishware and cookware that may be used along with rental of the kitchen provided the following.
 - i. A request is made to the building manager before use.
 - ii. The dishware is washed and put away after the banquet.
 - iii. The above-named parties are responsible for all lost and broken dishware after the banquet.

Reservation Agreement

Atlas Campus Fellowship

We, the undersigned, having been provided a copy of the Banquet Policies and Guidelines and having read the guidelines for Banquets at Atlas Campus Fellowship (ACF), herewith agree to abide by these guidelines as evidenced by our signatures below. This page must be turned in with a deposit within 10 days of requesting a date to secure the agreed-upon date. At this point in time we, the above signed, acknowledge that we are responsible for payment of all outstanding bills associated with the referenced banquet and agree to pay all charges to ACF upon presentation of charges.

Responsible Party: _____ Affiliation with Campus
 Ministry [Y/N]

Phone Number: _____ Email: _____

Responsible Party : _____ Affiliation with Campus
 Ministry [Y/N]

Phone Number: _____ Email: _____

Date of Banquet: ___ / ___ / ___ Other Requested Dates: _____

Deposit Amount: _____ Total Banquet Amount: _____

Signatures:

Responsible Party: _____ Responsible Party: _____
 Date: _____

Other Responsible Party: _____ Date: _____

ACF Representative: _____ Date: _____