



Church Office – 4901 Central College Road, Westerville, OH 43081
Church Building – 4877 Central College Road, Westerville, OH 43081

Email for Facility Scheduling Communication: FacilityScheduling@Questvineyard.org

FACILITY RESERVATION CHECKLIST

YOUR FIRST STEPS

- Read this document, *Facility Reservation Checklist*, in its entirety
- Check the *Facility Calendar* to note date(s) and time(s) that are currently available¹
- Peruse the *Facility Reservation Fees* document for fees applicable to the area(s) you want to reserve
- Download and complete the *Facility Request Form*.
- Scan a copy of the insurance certificate² of your organization
- Scan and provide a copy of your Driver's License
- Submit the *Facility Request Form* **and** proof of Insurance **and** copy of Driver's License to FacilityScheduling@QuestVineyard.org or mail them to the office address listed above.

Requests for season long use of the Gym (Activity Center) must be guided by³

- Fall (September – November) – submit requests by April 15
- Winter (December – February) – submit requests by July 15
- Spring (March – May) – submit requests by October 15
- Summer (June – August) – submit requests by January 15

¹ Quest sets aside certain times and some spaces to accommodate rescheduling needs or last-minute ministry requests. There may also be other requests in various stages of process. Therefore, the calendar may sometimes show availability when indeed there isn't one.

² All sports teams must submit proof of liability insurance coverage in order for their request to be approved.

³ Requests submitted before the date will not be processed until after this date.

- After you submit your request, we will process it according to the seasonal schedule listed above or as soon as possible⁴
- If your preferred time(s) or alternate is available, we'll email you a *Facility Reservation Agreement*, which will list the day(s)/time(s) reserved and a breakdown of fees for your specific request.
- If both your preferred and alternate times are unavailable, we will try our best to find alternate option(s) for you.

After you receive the Facility Reservation Agreement, please complete the following:

- You will have **3 business days** to:
 - Return a **signed** *Facility Reservation Agreement* to Quest office
 - Pay the security deposit(s) and key fob deposit, if applicable
- Prior to the **first day of usage** you must:
 - Contact Greg Snowden at Greg@QuestVineyard.org to schedule your key fob pickup and security training, offered BY APPOINTMENT ONLY
 - Pay the entirety of your usage fees
- Have all participants submit a Quest Indemnity Agreement⁵

After your Event:

- Your fob will be turned off the week following your last scheduled event
- Your deposit will be returned to you, upon request, less any damages if applicable, usually within 2 weeks
- Your fob deposit will only be returned to you if you return the fob back to Quest office.

Our goal is to be a blessing to our community as we fulfill God's mission for us as a church. We hope your experience with us is both a great blessing to you and your group as well as an excellent experience of communication and service. If you have any feedback that could help us improve, we welcome you to submit that at FacilityScheduling@QuestVineyard.org. Thank you!

⁴ Anticipate slower response time leading up to Easter, Christmas, VBS, and camp/vacation periods during the summer.

⁵ Participants who refuse to submit a Quest Indemnity Agreement will not be permitted to participate in the event.