

# Venue Policies & Procedures

## **BY FAITH STUDIOS LLC Venue Policies & Procedures**

These policies are part of your rental agreement and must be followed at all times.

### **Arrival & Access Policy**

Access begins at contracted time. Early entry is not permitted. Setup and cleanup must occur within rental time.

### **Overtime Policy**

\$50 charged per 30 minutes past contracted time. All guests and items must be out by end time.

### **Cleaning Expectations**

Remove decorations, bag trash to dumpster, wipe spills, and return tables/chairs. \$100 cleaning fee if not completed.

### **Decorating Rules**

No tape, nails, tacks, command strips, glitter, or confetti on walls, doors, or ceilings.

### **Child Supervision Policy**

Children must be supervised at all times. No running or playing in restrooms, halls, or parking lot.

### **Alcohol Policy**

Alcohol not allowed unless pre-approved in writing. Renter assumes full responsibility if approved.

### **Noise & Music Policy**

Music must be kept at respectful levels for neighboring tenants.

## **No Smoking Policy**

No smoking inside building. Allowed only outside away from entrance.

## **Trash Policy**

All trash must be bagged and taken to dumpster. Do not leave trash in suite.

## **Damage & Extra Fees**

Renter responsible for damage to walls, floors, tables, chairs, linens, and restrooms.

## **Faith-Based Environment**

Guests must conduct themselves respectfully in this faith-based facility.