



# VISION MINISTRY OF HUNTSVILLE, AL

## Guidelines and Procedures

### Weddings, Events and Conferences - The Lodge

Thank you for choosing THE VISION as the location for your event. In order to insure the integrity of this property, we ask that you review and agree to the following guidelines in advance of your event:

#### 1. Maintenance

- Your event is very important to us. Staff members from THE VISION will be available for the duration of your visit.
- The Lodge has air conditioning available. The thermostat is set at a steady temperature to make your event comfortable. Please contact a VISION staff member if you need assistance with the unit.
- Turn off lights when not in use.
- Keep doors closed at all times to maintain temperatures inside.
- Cooking and serving items are made available for every reservation. Place settings, drinkware, and silverware are available for rent. Do not use these items without permission.
- If you rent any tableware or dishes that are the property of THE VISION, please clean them and place them on available roller carts.
- As trash receptacles fill, tie the bags closed and place them in the containers provided on the deck. A staff member will come to retrieve them daily.
- Please place new trash bags in all receptacles. Additional liners will be made available.
- Please do not use ANY adhesives/tape on painted surfaces or ANY floor. Please check with our staff if you need to hang decorations.

#### 2. Parking

- Parking is available in front of the Lodge and in the gravel lot at the road. A parking attendant can be made available upon request for your function (please reserve in advance).

#### 3. Safety

- A service lift is available for those who need to bring equipment/food upstairs, but it is only to be operated by a VISION staff member.
- All minors should be supervised by an adult at all times.

- Some areas of THE VISION are still under construction. Do not approach any construction equipment and/or sites.
- Possession and use of fireworks, firearms, and similar equipment are not permitted.
- Alcoholic beverages are not permitted on campus. Smoking inside buildings is not permitted and is discouraged on campus. Use or possession of alcoholic beverages or illicit drugs will result in the guest(s) removal.
- Guests are financially responsible for damages to property and excessive cleaning costs.
- Guests are personally responsible for securing and protecting valuables while on THE VISION campus.

#### 4. Weddings

- A refundable damage deposit of \$150 is also required to secure reservation. This deposit will be refunded to your credit card or by check.

I have read and understand these policies and agree to hold my group accountable to them during my event.

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Group Leaders Signature:

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Date:

#### **Arrival Checklist:**

- Collect balance due and provide receipt
- Make sure group leader has signed this policy
- Check AC and Trash cans for liners
- Show locations of light switches and bathrooms
- Answer any additional questions