

Please review the following guidelines carefully before submitting your reservation. By checking “I agree,” you confirm that you understand and will follow these policies.

- Your organization’s mission and activities must align with the mission and values of Orchard Hill Church.
- Tobacco, alcohol, illegal drugs, and weapons are **not permitted anywhere on Orchard Hill Church property**, indoors or outdoors.
- Participants must **not be under the influence of drugs or alcohol**. Anyone appearing to be under the influence should not be admitted or should be asked to leave.
- Music played during your event (live or recorded) must **reflect the Christian values of Orchard Hill Church**. Please contact the church office with any questions.
- **Noise guidelines:**
  - No loud music or excessive noise after **9:00 PM on weeknights**
  - No loud music or excessive noise after **10:00 PM on Friday or Saturday nights**
  - No bright outdoor lighting after **9:00 PM**
- Groups may **only use the rooms that have been reserved**. Children must be supervised by an adult at all times and should not enter unreserved areas.
- Please notify the church office if your event is **cancelled or if your room needs change**.
- Church facilities may **not be used for personal or business profit**. Admission fees for personal or commercial gain are not permitted.
- Groups are responsible for **cleaning up after their event** and leaving the facility in the same condition it was found.
- Please **respect church property**. Any damage must be reported to the church office as soon as possible.
- Orchard Hill Church reserves the right to **relocate or reschedule events if necessary for church ministry needs** (e.g. funerals). In rare cases, an event may need to be cancelled for that day or week.
- An **adult age 21 or older** must complete and sign this form prior to the event. Failure to follow these guidelines may result in **termination of the current reservation and loss of future reservation privileges**.