



Facility Use Terms of Agreement

Introduction:

We sincerely thank you for considering FOR Otero Event Center as the venue for your upcoming event or activity. It is our privilege to host you, and we are committed to ensuring that your experience within our space is both meaningful and respectful. To that end, we kindly ask that you carefully review and adhere to the following Terms of Use Agreement.

This agreement serves as a cornerstone of mutual understanding between FOR Otero Event Center and those utilizing our facilities. It is designed to foster an atmosphere of mutual respect and collaboration. By familiarizing yourself with these guidelines, you become an integral part of our collective effort to maintain the integrity of our facility while supporting you and your event.

1. Respectful Conduct:

We hold dear the values of respect and consideration for all individuals who enter our doors. We request that all attendees, organizers, and participants in your event uphold these principles, treating fellow guests, staff, and volunteers with kindness and courtesy.

2. Use of Facilities:

While you are here, we encourage you to utilize our facilities responsibly. Please take care to leave spaces in the same condition as you found them and remain within the designated spaces for your event. Any potential damages or concerns should be promptly reported to the manager on duty/Audra Crispin.

3. Noise Levels:

In consideration of others, please be mindful of noise levels during your event.

4. Decorations and Set-Up:

Feel free to enhance the ambiance of your event with decorations, provided they are respectful of maintaining the integrity of the space. Please do not attach any decorations to walls, ceilings, or doors. We ask that decorations be kept to tables and floor displays. No church-owned property may be removed without prior consent. Any methods of attachment to any surfaces must be approved prior to the event.

5. Insurance Requirements:

The Facility renter will need to carry a liability policy for no less than **\$1,000,000 per occurrence for the dates of the event**. The policy will need to name The First Assembly Worship Center of Alamogordo, New Mexico, Inc. as additional insured. Proof of policy must be submitted 14 days prior to the event.

6. Security and Safety:

Our guests' safety and well-being are paramount. We request your cooperation in adhering to any safety instructions provided by our staff or posted signage. Any activities involving minors (where parents or legal guardians are absent) will require all adult volunteers to have a background screening. The requesting organization must provide a statement to FOR Otero Events Center affirming their compliance to receive approval.

7. Incidents:

Following an incident or accident, an Incident Report must be filed with The Worship Center within 48 hours of the occurrence. An Incident Report is required for personal injury.

8. Alcohol and Smoking:

FOR Otero Event Center and The Worship Center are **alcohol-free properties**. No alcohol is allowed on the premises.

Smoking is prohibited in any of the buildings and must not take place within 50 feet of any of the buildings.

9. Clean-Up:

Following the conclusion of your event, we kindly ask that you ensure all areas used are left clean and orderly. Trash should be disposed of appropriately in the dumpster (or designated area), and any items brought in should be removed. Any items left behind after the event will be discarded.

10. Compliance with Laws and Regulations:

All federal, state, and local laws must be followed during your time at FOR Otero Event Center. This includes any necessary permits or licenses for your event.

11. Deposit and Payment

A deposit amount of \$100 is required to hold your rental reservation spot. Without a deposit your reservation is not secure.

Remaining rental fee payment is due 14 days prior to your event. If the full rental payment is not received 14 days prior to your event, FOR Otero Event Center reserves the right to cancel your reservation without a deposit refund.

Credit Cards are accepted with the fees being the responsibility of the renter.

Cash & checks are accepted as well.

***Make checks payable to: The Worship Center**

12. Cancellation

Renter may cancel up to 30 days prior to the event, with refund of deposit. No refunds of the deposit will be given if cancelled less than 30 days prior to the event, as your agreement to rent at FOR Otero Event Center may cause loss of additional bookings or business. If circumstances beyond the control of FOR Otero Event Center force us to cancel your reservation, FOR Otero Event Center will refund all sums paid. If the full rental payment is not received 14 days prior to your event, FOR Otero Event Center reserves the right to cancel your reservation without a deposit refund.

13. Termination of Agreement

FOR Otero Event Center may terminate this Agreement if:

- a. Renter does not provide insurance coverage 14 days prior to the event.
- b. Renter does not pay full rental fee 14 days prior to the event.

14. Endorsement

Use of the FOR Otero Event Center facilities does not imply endorsement of any particular activity or person by FOR Otero or The Worship Center. The use of FOR Otero Event Center and/or The Worship Center for location purposes is permitted, but verbiage of “hosting or sponsored by” is not allowed without permission.

15. Bands & DJ's

You are welcome to hire outside bands and DJ's for your event. Please note that FOR Otero Event Center and The Worship Center are not responsible for any of their equipment while on the property. This includes lost, stolen, or broken equipment. All the equipment is the sole responsibility of the Band and DJ hired by the renter. Bands and/or DJ will need to provide all their own equipment, they will not be able to connect to our system or speakers.

16. Right to Refuse

FOR Otero Event Center and The Worship Center reserve the right to refuse an event if we feel it goes against our beliefs and/or could potentially harm The Worship Centers' reputation or witness in the community.

Utilizing our facilities signifies your agreement to these terms and conditions. We are grateful for your cooperation and look forward to providing a welcoming and supportive environment for your event. Should you have any questions or require further assistance, please do not hesitate to contact Audra Crispin at 575-442-6876. Thank you for choosing FOR Otero Events Center.