

WORSHIP ARTS CENTER OF COLUMBUS

Worship Arts Center of Columbus Facility Use Agreement

We are a community of worshippers, longing to dive deep into the presence of God and minister to His heart (Deut 10:8).

We are a resource and partner to our city and communities. This meeting place is a source of community, training, creativity and innovation.

We realize that as “living stones”, we are being built into a spiritual house, assembled into a sanctuary for God, knowing that sanctuaries are meeting places between God and people. In this place of meeting, we encounter His presence, and in His presence there is joy, healing, repentance, salvation, freedom, growth, pruning and transformation.

(From this point forward, the Worship Arts Center will be referred to as the “WACC” and Vista Community Church as “VCC”. The WACC is a ministry of VCC and VCC retains the right to deny, limit or cancel any application or signed agreement for any reason).

What We Provide

A designated space designed specifically for worship leaders, pastors & teams.

- Opportunities Provided
 - Worship sessions with a team
 - Audio recording and/or video capture
 - Worship leader, vocal, instrument training Intensives
 - Rehearsal and/or arranging space
 - Service Space
 - Event space
 - Gathering space
- Equipment Provided - [see Appendix A]

- Staffing/On-Site Personnel - The WACC does NOT provide staffing, additional equipment or technical support for approved events. Applicant will need to provide necessary personnel and staffing support at its own cost and under its own supervision and coordination. Please note: Paid support can be contracted through VCC upon Applicant's request, subject to availability, nature of support needed, and the approval of VCC. (See Facility Use Fees for applicable rates.)

Who May Use WACC Facility

- VCC staff, groups or church members using the facilities as part of the ministry programming of VCC
- Greater Columbus city/area worship leaders & teams
- Greater Columbus city/area church leaders, pastors & ministries
- Groups or individuals that come as invited guests of VCC leadership
- Groups and/or individuals supported through recognized VCC partnerships
- VCC church members may reserve the WACC facility, for non-ministry programming purposes, on a case-by-case basis, per approval from VCC Staff

***Please note: Kids and Student Ministries - All children and youth (between the ages of 10 and 18) using the WACC/VCC facility and/or equipment must have adult supervision at all times per applicable safety and security guidelines.

Who May NOT Use the WACC Facility

- Partisan political groups or individuals
- Groups or individuals operating for any form of commercial gain
- Groups desiring to photograph, record, utilize, and/or promote the WACC building, contents and likeness for individual gain (apart from that specified in the WACC Facility Use Agreement)
- Groups or individuals whose activities or ideologies are in conflict with the vision, mission or beliefs/doctrine of VCC
- Any group or individual denied application based upon neutrally applied terms of use or permitted uses of the WACC

Any group desiring to use WACC facility must confirm acceptance of the terms herein. All required forms must be completed or submitted for review and approval by VCC Staff and/or VCC Board of Elders.

Facility Use Times

- Normal hours of facility use are Tuesday through Sunday from 9 AM to 9 PM. ***Please note: the WACC building is also utilized for BLOOM outreach ministry. Limited parking is available during BLOOM scheduled events.
- Building use outside of normal hours to be approved by VCC Staff.
- At no time shall non-approved facilities or equipment be used.

Facility Use Fees

The use of the WACC facility is given as a FREE offering to those in Greater Columbus city ministries to further the partnership in Kingdom work of the Gospel. In the event that a VCC staff person is needed/required to assist an individual or organization/ministry for an event, a fee may be incurred. Fee terms are based on the scope of the request in terms of number of personnel/staff needed, hours and duration of use of VCC staff/personnel, and skillset required. These fees will be discussed and agreed upon during the approval process, prior to approval of the application.

The WACC is available for multi-day event use (conferences, workshops, training, events). In these circumstances, we reserve the right to charge a nominal fee for use of utilities. Any applicable deposits, fees, etc., must be paid not less than one (1) week before use of the facilities begins. Payment of fees will be paid by check addressed to "Vista Community Church."

Facility Use Process

Requests for use of the WACC facility and/or equipment are to be processed through our VCC Staff. Requests will be honored on a first-come/first-serve basis, as recorded on the appropriate WACC/VCC calendar(s). Regularly or previously scheduled activities/events of the WACC have priority over all other requests.

***Under special circumstances, VCC may determine that internal needs supersede any/all previously committed facility use. Applicant agrees that VCC shall have no responsibility, financial or otherwise, for costs of finding an alternate space or any other costs and expenses incurred by Applicant as a result of VCC's need to cancel or modify Applicant's dates and times of use of the facility in the event a WACC/VCC event must supersede Applicant's previously committed facility use.

- 1) Completed forms must be submitted and approved at least **14 days prior** to Applicant's requested date of facility use (approval process takes at least 48 hours). For any **multiple day events** or **events requesting assistance of Vista/WACC staff**, we ask for forms to be completed & submitted **30 days in advance**.
 - a) Facility Use Request Form
 - b) Facility Use Agreement
 - c) Any additional documentation, including proof of insurance, required by the VCC based upon the nature of the proposed use of the facility, in VCC's sole discretion.
- 2) VCC Staff will contact Applicant promptly following review of the Application to communicate approval, along with any restrictions on use that may be needed, and to solidify details and special requests or needs for Applicant's facility use.

Rules/Conditions of Facility Use

The WACC Facility is provided to the Applicant “as is” and without any warranty or representation whatsoever.

Applicant shall adhere to the following conditions and requirements of use:

- After use, return the approved facility to the same condition as it was at the beginning of the approved term(s) of use. This also includes any area entrances, exits, lobby areas, and restrooms.
- Wipe down/sanitize any/all surfaces/equipment used. Cleaning supplies will be provided.
- Be responsible for any/all damages to any WACC/VCC property or equipment (or property VCC is responsible for) caused by the Applicant, its group, members, guests, employees or agents, as a result of the use of church facilities (**Note: Any decor Applicant intends use at the WACC must have written approval by a VCC Staff member prior to its use). In certain cases, if any property loss or damage is covered by Applicant’s insurance coverage, Applicant agrees to work with VCC in a cooperative manner to make any necessary claim and facilitate the resolution process.
- WACC/VCC facilities will not be used for any unlawful purposes. Applicant, its employees, contractors, guests, and invitees shall obey all applicable laws, rules and regulations of all governmental and law enforcement authorities.
- Use of alcohol, illicit drugs, or tobacco (or other smoking substances or devices) at any time while on WACC/VCC property (or property VCC is responsible for) is strictly prohibited.
- Food is not permitted in the main room of the WACC studio due to the equipment and instrument set-up. Small snacks and drinks for teams are permitted in the Green Room ONLY of the WACC (small room located at the back of main WACC studio).
- WACC/VCC facilities will not be used for any purpose that is contrary to the vision, mission, beliefs or doctrine of VCC, which is a biblically based religious institution. In the event VCC determines Applicant’s use of the facilities is for such contrary purposes, in whole or in part, VCC shall have the right to terminate this agreement immediately.
- All individuals participating in the Applicant’s event(s) and activity(s) on WACC/VCC property (or property VCC is responsible for) shall comply with the policies, procedures and rules of WACC/VCC pertaining to facility usage, which may be amended or modified, as needed, hereafter by notice to Applicant. Strict compliance with the rules is a condition of usage or continued usage of WACC/VCC facilities.
- Any recurring use of WACC facility is subject to cancellation by either VCC staff or applicant at any time, for any reason.
- We reserve the right to have access to the facility during Applicant’s event for the express purposes of monitoring compliance with the terms of facility use and for gathering photo and video footage to be used in promotional material for the WACC. As a condition of use of WACC’s facility, Applicant consents to WACC’s use of video and photos depicting Applicant’s use of the facility. Applicant shall require its employees, agents, contractors, guests, and invitees to provide consent to the use of their likeness in video and photos produced by WACC/VCC for purposes of promoting WACC.

Rules of Equipment Use

- Tampering with or otherwise changing the settings of any equipment (excluding the Midas M32 Mixer and the Leprechaun 612 Lighting Console) is strictly prohibited.
 - You may adjust any settings, levels, effects or otherwise on the Midas M32 Mixer to suit your needs. The baseline settings of the Midas M32 Mixer are saved to the Library.
 - You may also adjust fader levels (but not channel assignments) on the Leprechaun 612 Lighting Console. Faders are labeled accordingly.
- Do not remove, reposition or unplug any dedicated equipment, including:
 - Audio Cables (XLR, 1/4", SpeakON)
 - Power Cables (Extensions, Splitters, IEC)
 - Microphones
 - Direct Boxes
 - In-Ear Monitor Beltpacks
- Do not remove or reposition any speakers, monitors, mains, subs or instrument amps.
- For personal implements that require power, you may connect to power cables labeled "Inst." color-coded in RED. Do NOT utilize any wall outlets or cables labeled in BLUE.
If you require extra power cables, please use the extra power strips and/or splitters provided in the storage cabinet.
- Do not remove or reposition any existing instruments or microphones. You may, however, make minor adjustments to the positioning of the Vocal mic stands to accommodate spacing needs. If you wish to use the vocal mics with no stand (handheld), store your mic stands behind the sound table.
- After you are finished using the space, please reset all equipment to its original location or position for the next users.

Liability Release

In accordance with this Application, the Applicant and the individual/organization executing this application hereby:

- Waive any and all liability, claims or demands, and causes of action that they may have against the VCC arising from or related to Applicant's use of the WACC or other VCC facilities, including any claims by against VCC by any third parties, and do hereby release, forever discharge and agree to defend and hold harmless VCC and its pastors, staff, employees, contractors, agents, representatives, and volunteers (collectively herein the "Church") arising from or related to Applicant's use of the WACC facility. This release specifically includes any claims related to or arising from VCC's approval, denial, or approval and subsequent cancellation or modification of its approval of this application for Applicant's of the facilities. Applicant expressly waives any right of subrogation against VCC, including claim of subrogation which may be brought by any insurer of Applicant.
- Assume all risk of personal injury, sickness, death, damage and related expense arising from or related to Applicant's use of the WACC facility, including expressly any and all claims of third parties.

- Assume all financial responsibility associated with any/all damages caused to the WACC property or equipment as a result of the use of the WACC facility.
- Shall indemnify (see Indemnification section below for more detail) and hold harmless VCC from and against any and all costs of litigation arising out of or associated with the use of the WACC facility by the Applicant group and its members, guests, employees, and agents. The terms and conditions of this section shall survive the expiration or earlier termination of this application and agreement.

Indemnification

Applicant agrees to indemnify, defend, and hold harmless VCC, its officers, employees, members, contractors, agents, volunteers, and representatives from and against any suits, claims, complaints, damages, judgments, penalties, fines, losses, costs, and expenses (including legal expenses or court costs) of whatever kind and nature, imposed upon, incurred by or asserted against VCC in any way related to or arising from, directly or indirectly, the execution, enforcement, or performance of this Agreement or Applicant's (or any participants of Applicant's event or activity) use of WACC/VCC Facilities, its entrances, exits, restrooms or surrounding areas and grounds. Applicant's duty to indemnify, defend, and hold harmless hereunder includes, but is not limited to, claims related to or arising from bodily injury or death, damage to property and the loss of use of property resulting from such damage, and the property owned by individuals who are participants in Applicant's event(s) and activities and regardless of whether such injury, death, damage or loss was caused in whole or in part by any act or omission of VCC, including without limitation any negligent act or omission of VCC, its officers, employees, contractors, members, agents, volunteers or representatives. The terms and conditions of this section shall survive the expiration or earlier termination of this Agreement.

No Assignment

This agreement is made specific to Applicant and Applicant may not assign or transfer its rights or obligations under this Agreement, either in part or in whole.

Choice of Law/Jurisdiction

Any disputes arising from or related to this Agreement and/or Applicant's use of WACC/VCC facilities shall be governed exclusively by applicable laws of the State of Ohio. Any dispute arising from this agreement shall be submitted to final and binding arbitration to take place in accordance with the rules and guidelines of the American Arbitration Association in Columbus, Ohio. Applicant expressly waives any right to a jury trial.

Amendments/Modifications

This agreement may not be amended or modified apart from a written agreement of the parties.

Donations

If you wish to contribute to the work and ministry of VCC, donations can be received via the following webpage: <https://vistacommunitychurch.org/give/>

By signing below, Applicant represents it/he/she has full authority to execute upon and abide by the terms and conditions herein.

APPLICANT

VCC/WACC

Signature

Signature

Printed Name & Title (if applicable)

Printed Name & Title

Date

Date

APPENDIX A & B - CHANNEL & EQUIPMENT LISTS

APPENDIX A: Channel List

- Inputs
 - Ch.1: Bass
 - Ch.2: Electric Guitar 1
 - Ch.3: Electric Guitar 2
 - Ch.4: Acoustic Guitar 1
 - Ch.5: Acoustic Guitar 2
 - Ch.6: Synth
 - Ch.7: Keys
 - Ch.8: Pad Line
 - Ch.9-16: Vocals 1-8
 - Ch.17: Kick
 - Ch.18: Snare
 - Ch.19: High Tom
 - Ch.20: Floor Tom
 - Ch.21: Crash Cymbal
 - Ch.22: Ride Cymbal
 - Ch.23: Hi-Hats
 - Ch.24-29: Auxiliary (Extra) 1-6
 - AUX 1/2: 3.5mm input for music playback (not to be confused with Ch. 24-29 Aux)
- Outputs
 - Ch.1-8: In-Ear Monitors 1-8
 - Ch.9-12: Wedge Monitors 1-4
 - Ch.13-16: Effect Buses

APPENDIX B: Equipment List

1. Instruments & Instrument Equipment
 - Yamaha MX88 Synthesizer w/ keyboard stand & sustain pedal (Keys)
 - Yamaha MM8 Synthesizer w/ keyboard stand & sustain pedal (Synth)
 - Pearl Session Series 4-Piece Drum Kit, w/ Sabian AAX Crash, AAX Hi-Hat, & AA Ride - Drumsticks included; All mounting hardware included.
 - Additional: 1 Heavy shaker, tambourine, and bongo
 - RedHead 400 Watt Tube Preamp & Speaker (Bass)
 - Badcat Bobcat 5R Guitar Amp w/ sound baffle trap (Electric Guitar 1)
 - Dedicated and marked space for extra guitar amp w/ sound baffle trap (Electric Guitar 2)
 - (2x) Whirlwind IMP 2 Direct Box and 1/4" Cable (Acoustic Guitar 1 & 2)
2. Mics
 - (8x) Shure Beta87a Supercardioid Microphone w/ mic stand (Vocal)
 - (3x) Shure SM57 Dynamic Microphone w/ short mic stand (Electric Guitar 1 & 2, and Snare)
 - (4x) Senheiser e604 Cardioid Microphone w/ mic stand (High Tom, Floor Tom, Ride, and Hi-Hat)

- Shure Beta52 Supercardioid Microphone w/ short mic stand (Kick)
 - Audio-Technica Pro37 Small Diaphragm Condenser Microphone (Crash)
3. Sound System
- Midas M32 Digital Mixer Console, w/ S-Logic HFI-700 Headphones
 - Crown CDi4000 Power Amp (Main System)
 - (4x) JBL SRX700 Loudspeaker (Main System)
 - Peavy Impulse 115P Powered Subwoofer (Main System)
 - (2x) QSC PLX2502 Power Amp (Monitors)
 - (4x) JBL STX800 Loudspeaker (Monitors)
 - (8x) Berhinger PM1 in-ear monitor beltpack (3.5mm output)
4. Lighting System
- Leprecon 612 Microplex - DMX Analog Console
 - Leprecon ULD-360 Tree Mount
 - (8x) Chauvet SlimPAR PRO VW Lights
 - (4x) Ultimate Support TS-90B Lighting Stand
 - (13x) Edison Warm Light Dimmable Bulbs (Chandelier & Lamps)
5. Extra Equipment
- Shure Beta58A, Shure SM58, (2x) IMP 2 Direct Box, (2x) 25ft XLR Cables, (2x) 6-Way Power Strip, (2x) 15ft 3-Way Extension Cable Splitter, (4x) IEC Power Cables, (3x) Mic Stand, (3x) Guitar Stand
6. Supplies
- Gaff tape, spike tape, zip-ties, 9V and AA batteries, some other misc. items.
7. Other Equipment Information
- All Mic stands are mounted with iPad/Tablet holders for musicians to use for chart music. For those who use paper copies of sheet music, 5 regular music stands are also provided.
 - A number of seating arrangements (stools, high chairs) are provided for those who wish to sit during their usage time. Audience seating is set and may not be removed or repositioned in any way.
 - All WAC equipment listed above is equipped with all the cables and connections necessary to send a signal to the M32 Mixer. All monitors are wired with SpeakON, all microphones and instruments are wired with XLR and 1/4" respectively.
 - If the equipment needed is not listed in either Appendix A nor Appendix B then it is NOT provided by the WACC. Therefore applicants must provide their own if they wish to have it. This includes but is not limited to:
 - Certain instrumentation (guitars, alternative percussion, strings, brass, etc.)
 - In-ear Headphones/Earbuds
 - TVs/Projectors/Monitors/Tablets
 - Alternative lighting implements (strobes, spots, movers, haze, etc.)
 - Computers/Laptops

FAQs

“Is the room soundproof?”

Unfortunately, no. The WACC borders a main intersection and some traffic noise can be heard intermittently.

“Should I bring my own instruments, equipment or lighting?”

Yes, be sure to check Appendix A to see a list of provided equipment. Certain instruments are not available and you’ll need to bring yours. Portable lighting can be added, however, please do not move or remove any static or permanent lighting currently in place.

“Is there a place to keep my stuff and/or hangout with my team?”

Yes! Feel free to utilize the Creative Team Green Room to meet, plan, pray and prepare for your event in the creative space. A refrigerator, microwave and Keurig is available for whatever small snacks/drinks you bring.

“Is there video recording equipment available for use?”

Yes, but only by a VCC Staff member. It would need to be a specific request and would also be subject to VCC staff availability and approval.

“Will I have control over Lighting and Sound?”

Yes, we have a Midas M32 mixer pre-programed for everything you might need and a Leprechaun 12-channel lights mixer. The M32 baseline state is saved to an external device.

“Who do we contact, and how, if something goes wrong or we need help?”

In the event that assistance is needed, please contact VCC’s Worship Pastor, Tammy Botkin, at worship@vistacc.org.