



Lawton First Assembly Playscape Party Guidelines

Purpose

The Playscape and the seating area outside the Playscape in Lawton First Assembly of God (“LFA” or “Church”) may be used for private birthday parties according to the LFA Facility Use Policy and the additional following guidelines.

Guidelines

1. Parties may be scheduled for a time period not to exceed two hours including setup and cleanup.
2. The cost per party is \$125, payable at the time of scheduling. This charge is not refundable unless a cancellation notice of two weeks has been given.
3. All scheduling is subject to availability of facilities as determined by the LFA calendar.
4. Parties can be scheduled no more than 60 days in advance, and LFA has the right to reschedule any party due to an unavoidable or unforeseeable scheduling conflict. (If possible, LFA will notify you one week in advance.)
5. Available party times are:
Saturday: 10:00am – 12:00pm • 12:30pm – 2:30 pm • 3:00pm – 5:00 pm
6. Party sizes are limited to a maximum of 20 children and must have an adult to child ratio of at least 1:5.
7. Parties may be scheduled for children fifth grade (at time of party) and younger.
8. Families are asked to use the seating area outside the Playscape areas only. Other areas of the Church should be considered off-limits to party participants.
9. LFA will provide five six-foot serving tables, 28 chairs, and a trash can.

10. The host family will provide table decorations. **NO helium balloons are permitted at any party.** If they are brought into the building, you will be asked to remove them.
11. An Event Coordinator employed by LFA is required for every party. The Event Coordinator must be present but will not plan or supervise the party. The role of the Event Coordinator is to serve as a liaison between the host family and the LFA staff. The Event Coordinator will ensure all facilities' needs are met for the family. The Event Coordinator will have the right to require that any dangerous or questionable activities be stopped. Failure to cooperate with the Event Coordinator will result in immediate cancellation of the party.
12. Parents are responsible for the supervision of children during the party in and out of the Playscape.
13. Alcohol, tobacco, marijuana, vaping, illicit drugs, or pets are prohibited on the property. Skateboards, wheelie shoes, scooters, etc., are also prohibited.
14. The Church reserves the right to distribute or display literature or messages consistent with its faith and doctrine.
15. For your party invitations and for any deliveries (pizza, etc.), please use this address:
Lawton First Assembly of God, 2201 NW 82nd St., Lawton, OK 73505
16. Please call the Church Office Monday through Thursday, 9am to 5pm, if you have any questions.

Approved and adopted by the LFA Executive Pastoral Staff on the 26th day of March 2019.



Signature of Representative
Executive Pastoral Staff



Printed Name of Representative

Playscape Party Requester Agreement

I have read and understand these Playscape Party Guidelines and agree to comply with all guidelines.

Signature

Date

Printed Name of Responsible Party