



FACILITIES AND RESOURCE RENTAL AGREEMENT

We wish for our facilities to always be available to the community for their use. To make the most of the resources God has blessed us with, we have established the following policies and procedures.

Policies and Procedures

Facilities

- There is a \$25 per hour rental fee for non members and a \$10 per hour rental fee for members, which includes utilities. A 50% initial payment is due upon scheduling and the balance is due at the time of the event.
- In addition, a \$25 assistance fee is due for unlocking and locking the building including the setup of electrical equipment. A staff member will be assigned to open and close warehouse; all renters (members and nonmembers) should pay staff personally for this assistance fee.
- Tables and chairs must be returned to the location found upon arrival to the facility.
- Garbage must be removed from cans and placed in the outdoor containers outside the fence.
- Equipment on the stage is not to be moved; should something need to be moved, please request 1 week in advance. At no time will the stage be moved.
- The church calendar takes precedence; however, within 30 days of the event, the church cannot cancel.
- Before leaving the facility, you must clean up and sweep the floor. Please leave the facility as clean as, if not cleaner, than you found it.
- The sound system and projector may be used. Please let us know at time of scheduling if you wish to use them.
- No personal events will be advertised through the church.
- Also, please note that we do not have kitchen facilities. We do, however have a refrigerator, ice machine, and a microwave.
- To schedule, contact the church office during offices hours of 9-5 M-Th
- Please complete the Facilities Rental and Resource Request form on our website and return to our office along with a check for a minimum of 50% of the total amount due.
- Events are not official and should not be advertised until verbal and written confirmation of the rental is received.

Resources

- We will only allow members to borrow resources such as tables and chairs.
- All resources borrowed may be picked up the last business day (in which the church office is opened) prior to their use and will need to be returned the next business day after use. Please make arrangements to pick up and return during these times. If this is not possible, please contact the office to make other arrangements.
- Please complete the Facilities Rental and Resource Request form on our website and return to our office.