

NEW GRACE APOSTOLIC TEMPLE

FACILITY USE POLICY

Persons who wish to rent a room(s) at the church will need to schedule a tour of the facility before completing the rental request form. Please call the church office at (734) 477-6888 to set a meeting date and time.

The administrative offices and executive conference room are excluded from this facility use policy.

I. RENTALS

- A. Persons requesting to rent the facilities are encouraged to return the rental request form to the Church Secretary as soon as possible. Your date is not reserved until the rental request form and \$150 rental deposit is received.
- B. The pastor will give final approval or denial of any facility rental requests.
- C. Persons renting the facilities must sign a rental contract indicating their understanding and agreement to comply with the requirements as stated herein.
- D. All rentals for facility use shall be recorded on a designated calendar posted in the Church Secretary's office.
- E. CANCELLATION POLICY
If the event is cancelled two weeks or more prior to the event date, your rental deposit will be fully refunded. However, events cancelled less than two weeks prior to the event date will forfeit their rental deposit. (Security deposit will be refunded in full regardless of cancellation date).
- F. PAYMENT REQUIREMENT TIMETABLE
 - \$150 rental deposit: due with the rental request form.
 - \$200 security deposit: due two weeks prior to event.
 - Balance of rental fees: due no later than start of your event. (For example, if you have a wedding on Saturday, and your rehearsal on Thursday, the balance of your fees are due at the start of your rehearsal on Thursday).
- G. CONTRACTED RENTAL TIME
The contracted rental time includes the delivery of rental goods, set-up and tear down, decorating, the event and clean up. Clean up consists of removing

all decorations, signs, table coverings, food, serving trays, equipment, the removal of trash and anything else brought in for the event. Everyone must be out of the building and doors locked by the end of the contracted rental time. If you would like to purchase extra time over and above the allotted time in the contract, the cost is \$50 for each additional half hour, and must be purchased at least seven days in advance.

H. BUILDING ACCESS

New Grace Apostolic Temple will *only be open for entry* during the contracted rental times specified in the Event Confirmation & Contract. All deliveries and arrivals of service providers must take place during the contracted rental time. *Early access by a service provider will result in double the hourly rate deducted from the damage deposit.* If extra time is required, please contact the church about extending the contracted rental time. Extra hours may be purchased no later than *seven days in advance* at the rate of \$50 for each additional half hour.

I. OVERTIME CHARGES (LATE FEES)

If your event runs more than 16 minutes past the contracted ending time, you will be charged overtime charges of \$100 for each additional half hour, starting from the time your event was originally scheduled to end. The late fees will be automatically deducted from your security deposit. If the balance of your late fee is greater than your security deposit, then you will be billed for the balance of the fees.

II. FACILITIES:

This policy includes the following areas:

A. SANCTUARY

There will be a rental fee assessed for the use of Sanctuary. This fee does not include extra fees required due to damages, missing property, or additional cleaning. The person renting the Sanctuary is responsible for protecting church property. The person renting the Sanctuary shall also be responsible for cleaning and removing all decorations immediately following use.

B. FELLOWSHIP HALL

There will be a rental fee assessed for use of the Fellowship Hall. This fee does not include extra fees required due to damages, missing property, or additional cleaning. The person renting the Fellowship Hall is responsible for cleaning and removing all decorations immediately following use.

C. WOMEN'S LOUNGE/BRIDAL ROOM

There is no charge for the Women's Lounge when used as a dressing room for a wedding in the Sanctuary, or for a private family area used prior to or following a funeral.

D. KITCHEN

There is no fee charge for the kitchen when used to warm food for an event held in the Fellowship Hall. The person renting the Fellowship Hall/Kitchen is responsible for cleaning the kitchen immediately following use.

WARMING KITCHEN MEANS...

- ALL items are to be pre-cooked prior to the event.
- All items to be served can be warmed only & not cooked on the premises.
- Renter must bring ALL utensils needed to warm/ serve the meal.
- NGAT is just providing a kitchen to supply the basics; water, refrigeration, sink, oven, and cook top /counter top surfaces.
- The kitchen is only to be used as a final preparation area.

E. PARKING LOT

The fee for use of the church's parking will be determined during the discussions of this contract. This fee is waived if the Sanctuary or Fellowship Hall has been rented. The person renting the Parking Lot is responsible for cleaning immediately following use. During the event, all vehicles must park in the parking lot. Parking in the fire lane (the drive around the church), or on the sidewalks or grass is prohibited. *Vehicles parked in prohibited areas will be ticketed and towed.*

F. FURNISHINGS

No additional fee is required for use of furnishings. All of New Grace Apostolic Temple's tables and chairs must remain in the building and are not intended for outside use. Removal of furnishings from church building is prohibited.

G. DISHES & SILVERWARE:

Removal of dishes, including silverware, from the building is prohibited.

III. DECORATIONS POLICY

We believe that New Grace Apostolic Temple will serve as a beautiful backdrop for your event. Please observe the following rules while decorating for your event.

- When attaching decorations, use masking tape or a poster putty type material.
- You may bring in an arch and decorate it if you wish.
- Use nothing that will lift off or damage pews, wood, fabric, carpet, or paint.
- Use of glitter or confetti inside the building is prohibited.
- No nails, tacks, staples or scotch tape may be used.
- At the end of your event, please completely remove all of your decorations.
- If you are having a wedding, please use bubbles instead of throwing rice.

IV. CLEANING POLICY

In order to insure the return of your security deposit, the areas that you are using must be returned to the condition they were in upon your arrival. Our expectations are listed below.

- Users are required to supply the name of the cleaning contact person. This person will accompany our church representative for a post event inspection.
- If the facility meets the inspection approval, the security deposit will be returned to you by mail within two weeks after the event.
- Renter is responsible for disposing of trash in the dumpster located on the west side of the building. Renter must provide trash bags for receptacles.

FOR EVENTS USING THE SANCTUARY, CHAPEL, OR BRIDAL LOUNGE:

- Please return the areas used to the condition they were in before your event.
- Please remove your decorations completely.
- Please remove any remaining programs, tissues, etc.
- Please remove trash from the floor.

FOR EVENTS HELD IN THE FELLOWSHIP HALL WHERE FOOD **WAS NOT** SERVED:

- Please return the fellowship hall to the condition it was in before your event.
- Please remove your decorations completely.
- Please remove any remaining programs, tissues, etc.
- Please remove trash from the floor.

FOR EVENTS HELD IN THE FELLOWSHIP HALL WHERE FOOD **WAS** SERVED:

- Please return the fellowship hall to the condition it was in before your event.

This includes: Vacuum the entire fellowship hall
Wipe all tables
Wipe all chairs

- Please remove your decorations completely.
- Please remove any remaining programs, tissues, etc.
- Please remove trash from the floor.
- Please return the kitchen to the condition it was in before your event.

This includes: Mop the floor
Wash and replace any dishes, flatware, or cookware used
Wipe the counters and stove

V. DAMAGED OR MISSING PROPERTY

Property reported damaged or missing shall be assessed by a church representative, who will determine whether the damaged property can be repaired to its original condition or should be replaced. Upon this determination, the church representative, or his appointed designee, shall notify the person responsible for renting the facilities of the estimated repair or replacement cost. The church's representative shall be responsible for determining replacement cost of missing property. The person responsible for renting the facilities is required to pay additional fees for damaged or missing property as determined by the church's representative.

VI. ANIMALS, TOBACCO, ALCOHOL, FIREARMS & LOUD MUSIC

- A. No animals are allowed in the building unless they are leader dogs.
- B. Smoking in the church building and on church property is prohibited.
- B. Alcoholic beverages are prohibited in the church or on church property.
- C. Firearms are prohibited in the church building and on church property.
- D. Excessive and loud music is prohibited in the church and on church property. The local noise ordinance specifies that events *may not exceed 61 decibels before 10:00 p.m. and 55 decibels after 10 p.m.* Appropriate sound levels should be noted.

1/6/06 ADIII/rmc