

Facility Rental Policy & Contract for General Public

Thank you for your interest in renting the Constance Free Church Auditorium or Community Room for your event. It is our desire to ensure that your event is a success - the following guidelines serve as both policy requirements and contractual obligations.

1. Scheduling (see also: Constance Free Church's Facility Use & Scheduling Policy)
 - Initial contact with the church should be made through Office Manager who can determine whether the requested rental date is available. If the date is available for a rental event, the Office Manager may place a "tentative hold" on the date and schedule a rental interview with the Operations Manager and Technical representative.
 - During the rental interview, the primary representative from the renting organization must be present and able to describe the event in detail. Based on this description, the Operations Manager and Technical representative will provide an assessment of what Constance Free Church is able and willing to accommodate. If this assessment brings mutual agreement, a rental agreement/contract is then completed and a 50% non-refundable deposit must be collected. At this time, the refundable security deposit is due.
 - Proof of insurance must be supplied within a week.
 - At the time the rental agreement/contract is signed, a pre-event appointment is scheduled with Technical and Operations representatives (usually 2-3 weeks prior to the scheduled event). This is a mandatory meeting to discuss detailed technical needs for the rental event. Additionally, all multi-media which will be used during the rental event MUST be submitted at least two weeks prior to the scheduled event. Failure to attend the pre-event appointment or the failure to submit multi-media elements could result in the cancellation of the event and the nullification of the rental agreement/contract.

2. Rental Fees – rental fees will be determined based on the initial rental interview with the Operations Manager and Technical representative. A 50% deposit is due at the time the contract is signed and the remaining balance is due at the event. Failure to pay rental fees will result in the cancellation of or inability to schedule any future rental events at Constance Free Church. Additionally, the renting group may be responsible for additional miscellaneous fees that are not outlined in this policy. These fees will be discussed with the rental group on an as-needed basis.
 - Auditorium: \$125 per hour
 - Community Room: \$50 per hour
 - Technicians: \$25 per hour per technician (minimum of \$50 per technician)
Please note that Constance Free Church technicians are required to run all installed technical equipment in both the Community Room and Auditorium (including sound, lighting, and media projection systems). These needs will be discussed and an approximate quote will be determined based on the initial rental interview. A portable sound system may be utilized in the Community room without the need for Constance Free Church technicians. Please inquire about this if you think it could be a good fit for your event.
 - Custodial Support: \$25 per hour (minimum of \$50 per Custodial) If the facility is found to need additional cleaning due to misuse or abuse an additional \$150 fee will be charged for cleaning.
 - ERT \$50 per hour Operations Manager will determine if needed
 - Hospitality Coordinators must be used if serving or cooking food on property. Coordinators are to direct and inform on equipment and food standards. They are billed at a per person rate. The operations manager will bill accordingly to your event. You are responsible for cleaning all equipment and serving items used. The additional cleaning charge of \$150 will be charged if this is found to not be completed.
 - Additional fees:
 1. Auditorium stage clears:
 - Partial stage clear: \$75
 - Mic stands, monitor boxes, DI boxes, downstage instruments CLEARED from stage.
 - Cables, drum kit, risers, and lighting and set installations REMAIN on stage.
 - Full stage clear: \$300
 - All partial clear items removed plus drums, risers, cables, and other music gear CLEARED from stage.
 - Lighting, set installations, and front fill speakers REMAIN on stage.
 2. Technical security deposits:
 - Auditorium deposit: \$500
 - Community room deposit: \$250

3. Damage/Theft Fees: Determined on an as-needed basis. The renter is responsible for the out-of-pocket cost of all damage to the facility or equipment use, in any area, for whatever reason or type of damage occurs. Furthermore, the renter is also responsible to compensate Constance Free Church for any items which are stolen from the building by participants in the rental event. (Proof of insurance is required – see above)

3. Miscellaneous

- Constance Free Church is a smoke-free building and no alcoholic beverages are allowed.
- Heating/air conditioning controls will be prepared by CFC Facilities Staff and are not to be adjusted by the renter. The renter may seek out Custodial or Facilities staff if the need arises.
- Please contact us for approval in advance if your event in the Community Room requires the Kawaii Grand Piano.
- Events must end by 8pm on Saturday nights.
- Any exception to these policies shall be made in writing by the Facilities Manager

Facility Rental Agreement/Contract

CONTACT & EVENT INFORMATION

Name of Event: _____

Event/Organization Representative Name: _____

Address: _____ City: _____

State: _____ Zip: _____ Email: _____

Phone: _____ Home Cell Work When is the best time to reach you?

Phone: _____ Home Cell Work _____

Phone: _____ Home Cell Work _____

Renting: Auditorium Community Room Other _____

Event Date: _____ Time of Event: _____ Arrival Time: _____ Estimated Departure Time: _____

I understand that if we occupy the building after the estimated departure time, I am responsible for additional rental, technical, and custodial fees.

RENTAL FEES

Facility Fees

Rooms	_____				rental fee
Custodial	Hrs _____	X \$25 _____	Total	_____	_____
Hospitality Coordinator	Hrs _____	Head Count _____	X Rate _____	Total	_____
ERT	Hrs _____	X \$50 _____	Total	_____	_____

Techs Needed: sound _____ x _____ = _____

lighting _____ rental rate # of hours rental fee

media _____

I understand that these fees are approximate and that final, exact # of techs _____ x \$25/hour x approx # hrs = approx tech fee _____

