



EMMANUELCHURCH
OF OUR LORD JESUS CHRIST

Family Life Center

RENTAL POLICY AND PROCEDURES



"By this shall all men know that ye are my disciples, if ye have love one to another." John 13:35

SPECIAL EVENTS DEPARTMENT . PHONE: 803-708-9937 . EMAIL: EVENTS@EMMANUELCOLUMBIA.COM

1723 BLUE RIDGE TERRACE, COLUMBIA, SC 29203

Family Life Center Policy & Procedures

- 1) You, the Renter are responsible for adhering to all regulations pertaining to all areas within the Emmanuel Church Family Life Center (FLC). No profane language is to be used, no alcohol, no smoking or tobacco products are allowed on the property, which includes but is not limited to the church ground and inside the Family Life Center.
- 2) Designated personnel from the special events department must be present at all times while all activities are in progress.
- 3) Please no staples or nails are to be used on any property of the FLC for decoration. (i.e. tables, chairs, walls and doors) Decorations are to be furniture safe, leaving no damaging effects. All décor is to be removed upon vacating the facility.
- 4) Children must be accompanied by a responsible adult. No horseplay is allowed on the church property; safety of all parties is a priority.
- 5) Facility and equipment must be restored to their original condition and location before leaving the facility unless prior arrangements are made.
- 6) Our media equipment is available for use upon approval but must be operated by a FLC technician.
- 7) Any additional type of equipment brought into the facility must be approved in advance.
- 8) Loud, vulgar or riotous noise, music and/or disorderly conduct will not be tolerated and may result in termination of the event.
- 9) Renter is responsible for assuring that all trash is placed in appropriate receptacles and all materials brought into the FLC is removed before vacating the facility. If trash receptacles fill up during your event, please inform FLC staff. The church is not responsible for any items including gifts and/or property brought into the FLC during the event.
- 10) Renter is responsible for the cleaning of all tables and chairs. Any spills or accidents are to be reported to the FLC staff immediately.
- 11) All food should be cooked prior to the special event. The kitchen including all equipment is available for heating and serving purposes only. The kitchen must be thoroughly cleaned and any remaining items properly disposed of or removed. The refrigerator is only for maintaining food items at proper temperature.
- 12) The table setup will remain "as is" unless alternative arrangements are agreed upon at least two weeks prior to the event along with a provided diagram. Table covers and decorations may be used. Candles must be enclosed in metal casings to prevent dripping and damage to the floor.
- 13) User(s) will be responsible for maintaining the cleanliness of all facilities utilized and the property (church ground) during the scheduled event.
- 14) Renter will be responsible for reimbursing the church for any damages to the facility, furniture or equipment beyond normal wear.

Initials _____

- 15) All activity must be concluded and premises vacated by 11:00pm.
- 16) The Rental Waiver and Release of Liability form must be completed at signing of contract. Failure to complete will automatically result in immediate termination of contract.

Initials _____

Fee Schedule & Terms

Family Life Center

(seating capacity: 200)

All rental hours include time needed for setup and clean up. Any additional time beyond the agreed rental period will be charged accordingly. Rental hours are available from 9am to 11pm.

	Amount Due	
Three (3) Hour Rental (minimum) *	\$250.00	_____
Half Day Rental (any 5 hours) *	\$380.00	_____
Full Day Rental (any 10 hours)	\$680.00	_____

Optional/additional fees

Audio/Visual Technician

- 3 hour rental \$25.00 _____
- Half day rental \$40.00 _____
- Full day rental \$115.00 _____

Kitchen Catering

- 3 hour rental \$25.00 _____
- Half day rental \$40.00 _____
- Full day rental \$115.00 _____

*Additional hours beyond allotted time up to next tier \$50.00/hr _____

Holiday Weekend Rental \$150.00 _____

Total Amount Due \$ _____

(Musicians and professional catering assistance available upon request – fees may vary)

Upon the signing of the contract a \$100 **non-refundable security deposit is due to reserve the event date along with a 25% deposit of the total contract fee. The remaining balance will be due in full 30 days prior to the event date.

Deposit will be refunded only if the event is cancelled within seven (7) days of the scheduled event day.

All monies must be paid either by cash, money order, or cashier's check made payable to the Emmanuel Church. No personal checks are accepted.

Late Fees (incurred beyond scheduled start and end time)

\$50.00 after the first hour
 \$25.00 each hour thereafter

The late fee will be deducted from your deposit and the balance is due immediately following the event.

Initials _____

**Emmanuel Church Family Life Center
RENTAL CONTRACT**

Event Date: _____

Rental Time: _____ to _____

Type of Event: _____

Number of guests: _____

Renter's Contact Information:

Name: _____

Address: _____

City, State, Zip: _____

Primary Phone: _____

Email Address: _____

Additional point of contact (required) _____

contact phone: _____

Upon the signing of the contract a \$100 non-refundable security deposit is required to reserve the event date along with a 25% deposit of the total contract fee. The remaining balance must be paid in full at least two weeks prior to the event date. Deposit will be refunded only if the event is cancelled within seven (7) days of the scheduled event date.

The general rules of use and rental procedures and policies which are enclosed hereto this contract are incorporated into this contract. By signing this contract Renter agrees to be bound by aforesaid terms and fees.

By signing below, I certify that I have read and understood the Emmanuel Church Family Life Center Rental Policy and Procedures in its entirety and have received a completed authorized copy.

Renter' Signature

Date: _____

Special Events Coordinator Signature

Date: _____

Total Amount Due: \$ _____ (based on fee schedule)

Amount Paid: \$ _____

Date: _____

Cash _____ Money order _____

Cashier's check _____

Remaining Balance: \$ _____

Due Date: _____

Emmanuel Church of Lord Jesus Christ
Rental Waiver and Release of Liability

This Waiver and Release, effective as of _____ is made and entered into by and between:

Renter Name: _____

Renter Address: _____

Property Owner: **Emmanuel Church of Our Lord Jesus Christ**

Property Address: **1723 Blue Ridge Terrace Columbia SC 29203**

By the execution of this Release, the Renter agrees that Emmanuel Church shall not be liable for any damages arising from personal injuries sustained by Renter or anyone under the Renter's custody, care and control, as a result of any and all activities related to the rental and occupation of the premises (grounds, Sanctuary, Family Life Center) and operation or use of equipment provided by Emmanuel Church. The Renter assumes full responsibility for any such damages which may occur, and further agrees that Emmanuel Church shall not be liable for any loss or theft of personal property. Renter agrees to comply with all applicable governing ordinances and laws.

The Renter also agrees to abide by all rules and regulations that are attached and made part of the contract. In the event Emmanuel Church shall learn that Renter intends to violate said rules, it reserves the right to cancel this contract and return all payments excluding the non-refundable security deposit which is non-refundable to the Renter without further liability.

Renter Printed Name: _____

Renter Signature: _____

Date: _____

Emmanuel Church of Our Lord Jesus Christ

Emmanuel Church Authorized Signer: _____

Date: _____