

# Southside Church of Christ

## Rental Agreement Procedures Facility Rules & Regulations

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### APPLICATION PROCEDURES:

1. **DEFINITION OF APPLICANT** – The individual signing and completing the rental application must be the same individual renting the facility. Applicant must be a minimum of 21 years of age and be able to furnish valid documentation showing proof of age. Applicant assumes responsibility for ensuring that all facility policies and regulations, as outlined below, are complied with.
2. **RESERVATION PROCEDURE** – Facility reservations are accepted a maximum of 12 months in advance. To make a reservation the applicant must complete and submit the Facility Usage Request and make the necessary payment, outlined below:
  - a. For **Weddings/Funerals/Special Events**: Fifty percent of the rental fee is due when the reservation is made. The security deposit and the remaining fifty percent of the rental fee are due 30 days prior to the date of the event. **Security deposit must be paid by cash or check.**
  - b. For **Meetings/Conferences**: Fifty percent of the rental fee is due when the reservation is made. The security deposit and remaining fifty percent of the rental fee are due 30 days prior to the date of the event. **Security deposit must be paid by cash or check.**
  - c. For **Parking Lot Events**: Fifty percent of rental fee is due when the reservation is made. The security deposit and remaining fifty percent of the rental fee are due 30 days prior to the date of the event. **Security deposit must be paid by cash or check.**
3. **CANCELLATIONS** – Cancellations must be made in writing. Cancellations made 90 or more days in advance will result in a full refund. Cancellations made between 30 and 90 days in advance will result in the forfeiture of 50% of the total rental fees. No refunds will be issued for cancellations within 30 days of event. [Note: In the event of a cancellation the security deposit will be returned regardless of cancellation date.] (Does not apply to funerals.)
4. Southside Church of Christ reserves the right to cancel any reservation at any time in the event of emergency or other unforeseen circumstances, in which case all fees and deposits will be refunded.
5. **BUILDING ATTENDANT** – For **Wedding/Funerals/Special Events/Meetings/Conferences**: A building attendant will be on duty during your entire use of the facility. The attendant will be available to unlock the building, answer questions, and check-in periodically with the applicant during the rental. The attendant will check the condition of the building with the applicant (or applicant's designee) prior to the start of the event and again prior to the applicant's departure at the end of the event. The building attendant is responsible for enforcing all regulations governing the use of the facility, and if necessary, will shut down music/entertainment, and/or clear the facility and end your event. For **Parking Lot**: A building attendant will be on duty during your entire event. If restrooms are needed, the attendant will be available to unlock the building. The attendant will check the building/lot prior to the applicant's departure at the end of the event. The building attendant is responsible for enforcing all regulations governing the use of the parking lot, and if necessary, will shut down music/entertainment, and/or clear the lot and end your event.
6. **CLEAN-UP** – The applicant (or representative designated by applicant) must be present at the start and end of the rental to inspect the building with the building attendant. Applicant agrees to leave the facility in the same condition in which it was found. All applicants are responsible for setting up their own space, and returning furniture, equipment, and all items to the correct place at the end of the event. If space(s) are not returned to original condition, an appropriate fee will be deducted from the security deposit.
7. **SECURITY DEPOSIT** – In the event that the building and/or surrounding grounds incur damage during the rental, or the building is not completely vacated by the above listed reservation end time, the applicant may forfeit some or all of the security deposit, to be determined by the Facility Coordinator. The full or partial security deposit, and/or an itemized notice of deposit retention, will be returned to the applicant within 10 days after the rental. Charges exceeding the amount of the deposit will be billed to the applicant. Applicant agrees to pay any excess charges within 30 days.
8. **MINISTER FEE** – Fees for the minister is by personal arrangement and is not included in the space rental fee.
9. **ALCOHOL/TOBACCO** – Consumption of alcoholic beverages or tobacco use are **NOT** allowed in the facility or on the premises.
10. **MUSIC/ENTERTAINMENT** – All music/instruments/entertainment must be approved by the Facility Coordinator. Generally, keyboards, string instruments, and recorded music are allowed.
11. **INSURANCE** – The Southside Church of Christ's liability insurance does not provide coverage for renters. You may wish to contact your insurance agent for coverage of your event.
12. In compliance with the Americans with Disabilities Act of 1990, the building is fully accessible to individuals with disabilities.

## **FACILITY RULES AND REGULATIONS**

Southside Church of Christ is primarily used for church services and other religious events. Individuals and organizations may rent the facility subject to the following policies, rules and regulations that apply to all users.

### **Conditions of Facility Use:**

1. All activities must comply with City ordinances and policies and must be conducted in a peaceful and orderly manner.
2. Events must be scheduled to start between the hours of 9am to 4pm
3. Care must be taken to avoid damage to the building and its contents. Chairs, tables, and other equipment must be handled properly to avoid floor damage and no furniture or equipment may be used outside the building. Ice tubs, and other heavy or hazardous equipment must be placed on pads.
5. In the event of damage to Southside Church of Christ property or grounds, the applicant or organization will be held liable for all damages or labor costs. The Southside Church of Christ will not be responsible for personal or rental items left on the premises.
6. In compliance with the Uniform Fire Code, decorative materials must be non-flammable and exit doors and exit lights must not be concealed or obstructed.
7. Candles must be contained in a device or holder designed so that it will return to the upright position after being tilted to an angle of 45 degrees from vertical. Device or holder shall be constructed to prevent the spilling of wax.
8. Use of rice, birdseed, confetti, and similar substances is not allowed in the building or on the grounds.
9. Decorations must be hung with tape. No nails or tacks may be used. All decorations, greenery, etc., must be removed from the premises after the event.
10. No fireworks allowed on the premises.
11. Eating and drinking is specifically prohibited in the auditorium.
12. No unsupervised children on the premises.
13. No animals, except service dogs, are permitted in the building.
14. Barbecuing is permitted in a designated area of the parking lot; however, surface must be protected from grease and spills.
15. All trash must be bagged, tied and placed in dumpster located in parking lot. Cardboard boxes must be broken down and laid flat in dumpster. Garbage must be in securely tied bags and placed in dumpster with lid shut. A \$50 fee will be assessed if this rule is ignored.