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All events should conclude by 9:00 PM. Maximum capacity for the Fellowship Hall is 100 persons. We will make every effort to avoid distractions or conflicting use of our facilities during your event. Use of the fellowship hall includes, kitchen and common areas (hallway and bathrooms), as well as designated church tables and chairs. Use of church dishes or other accessories is not included. All dishes, glasses, flatware, napkins, condiments, etc., should be provided by your caterer along with the food or other refreshments.

Please be advised, however, that facilities use fees do not guarantee exclusive use of the parking areas and do not include other areas of the church not specifically reserved for the event.

Decorations

Christ Unveiled Ministry is blessed to be entrusted with exceptionally beautiful facilities. The guidelines and requirements for decorations are designed to prevent damage to the building and furnishings, and to ensure safety by observing fire codes and keeping aisles and walkways free of obstructions.

No existing furnishings or decorations may be moved or removed. No church equipment or property can be removed from the church at any time.

No tacks, pins, nails, staples, glue, tape or anything which might mar the woodwork or walls can be used to fasten any decoration to the furniture or building.

The church will not be responsible for any equipment or decorations that remain on the premises longer than 30 minutes after the conclusion of the event.

In general, all church property must be left in the same condition as when leased. It is the responsibility of the leasee.

No one is permitted to stand or climb on church furniture at any time.

Requests for room set-ups must be arranged in advance with the designated personnel. Christ Unveiled Ministry will make reasonable, good-faith efforts to provide basic set-up of the facility prior to the reception, and will remove and store church tables and chairs following the reception. Use or relocation of additional furnishings or equipment is permitted only with approval of the designated personnel.

The church cannot accept delivery of equipment, dishes, tablecloths, etc., without prior arrangement and approval of the designated personnel. The church will not be responsible for any items or equipment which remain on the premises after the allotted time for which the event has concluded.

In general, all church facilities must be left in the same condition as when leased. It is the responsibility of the leasee to ensure compliance with all Christ Unveiled Ministry policies and procedures.

Alcoholic beverages and illegal substances of any kind are not permitted in church facilities or on church grounds at any time. The use of tobacco is not permitted within

50 feet of the entry/exit points or inside church facilities at any time. Failure to comply with this regulation may result in immediate expulsion from the church property.

All attendees of the event are expected to cooperate with and treat church staff and each other courteously and respectfully at all times, and to honor all church policies and procedures while on church premises. Failure to comply with this regulation may result in immediate expulsion from the church property. In general, all persons utilizing this sacred space are asked and expected to leave all areas of the building, equipment and grounds in the same condition as when leased. The leasee is ultimately responsible for:

- any damage to church property caused by anyone other than church staff;
- ensuring cooperation with church staff at all times
- ensuring that the attendees of the event comply with all Christ Unveiled Ministry policies and procedures.

Schedule of Member Costs and Fees*

Fellowship Hall/Receptions – *Standard Rate – \$100 per hr/min 2 hrs-max 6 hrs*
*Holiday Rate** – \$150*

Security – Standard Rate - \$50 per hr/min 2 hrs Holiday Rate \$75 per hr

Custodial services - \$250. (Initial setup, detailed cleanup, break-down)

Schedule of Non-Member Costs and Fees*

Fellowship Hall/Receptions – *Standard Rate – \$200 per hr/min 2 hrs-max 6 hrs*
*Holiday Rate** – \$300*

Security – Standard Rate - \$50 per hr/min 2 hrs Holiday Rate \$75 per hr

Custodial services - \$250. (Initial setup, detailed cleanup, break-down)

Security Deposit:

A *Security Deposit* of \$500 is due at the time the event is scheduled. This deposit will be refunded by mail within 14 days following the event provided that all policies and procedures have been complied with and there is no damage to Christ Unveiled Ministry facilities or grounds. ***If the event is cancelled for any reason, this deposit will be retained for administrative costs.***

Rental/Security/Custodial Service

An additional deposit in the amount of 50% of all anticipated costs must be returned to the church office at the time the event is scheduled.

The remaining 50% are due in the church office no later than 15 days prior to the event.

If the event is cancelled more than 15 days prior to the confirmed date, the deposit for the rental/security/cleanup cost will be fully refunded. For cancellations 15 days or fewer prior to the event the initial 50% deposit will be forfeited.

**Members are defined as persons who officially have joined Christ Unveiled Ministries at least nine months prior to scheduling event and who have had a consistent weekly attendance.*

***Holidays are defined as actual holidays or a holiday weekend where the actual holiday falls on Friday, Saturday, or Monday.*

Please perform a physical walk-through of the facility and note any damage in the area to be leased.

Church Staff Signature _____ Date _____

Leasee Signature _____ Date _____