

HOLY TEMPLE CHURCH FACILITY USE POLICY

Those who wish to rent our facilities will need to schedule a tour of the building before completing the rental request form. Please call the church office at (313) 416-2166 to schedule an appointment.

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

I. RENTALS

- a) Those 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 are received.
- b) The Pastor must approve all facility rental requests.
- c) Those renting the facilities must sign the Facility Use Agreement indicating their understanding and agreement to comply with the requirements as stated herein.
- d) If the event is cancelled at least two weeks before the event date, your rental deposit and security deposit will be fully refunded. However, events cancelled less than two weeks prior to the event date will forfeit their rental deposit. The security deposit will be refunded in full regardless of cancellation date.
- e) Payment Requirement Timetable
 - i. \$150 Rental Deposit: due with Rental Request Form
 - ii. \$200 Security Deposit: due two weeks prior to event
 - iii. Balance of rental fees: due no later than at start of your event. (For example, if you have a wedding on Saturday and the rehearsal on Thursday, the balance of your fees is due at the start of your rehearsal on Thursday).
- f) Contracted Rental Time - this includes the delivery of rental goods, set-up and tear down, decorating, the actual 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 the allotted time in the contract it must be purchased at least seven days in advance. Prices will be based on the rate sheet then in effect.
- g) Building Access - Holy Temple will only be open for entry during the contracted rental times specified in the Event Confirmation and 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 Security Deposit. If extra time is required, please contact the church about extending the contracted rental time.
- h) Overtime Charges - If your event runs more than 16 minutes past the contracted ending time, you will be charged an overtime charge of \$50 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 overtime charge is greater than your security deposit, you will be billed for the balance of the fee.

II. FACILITIES

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

- b) Banquet Hall - There is a rental fee assessed for the use of this room. 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) Sanctuary Annex/Bridal Room - There is no charge for the use of this room 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 charge for the use of 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.
- e) Furnishings - No additional fee is required for use of church tables and chairs. All of Holy Temple's tables and chairs must remain in the building and are not intended for outside use. Removal of furnishing from church building is prohibited.
- f) Dishes and silverware - The fee for use of church dishes and silverware will be determined during the discussion of the contract. Following use, the user is required to wash the dishes and place them back in their proper cabinet or drawer. This fee does not include extra fees required due to damages or additional dish washing. Removal of dishes, including silverware, from the church building is prohibited.
- g) Tablecloths - There will be a charge for the use of tablecloths to cover the expense of cleaning and pressing.

III. DECORATING POLICY

We believe Holy Temple will serve as a beautiful backdrop for your event. Please observe the following rules while decorating for your event:

- a) When attaching decorations, use masking tape or a poster putty type material.
- b) You may bring in an arch and decorate it if you wish.
- c) Do not use anything that will lift off or damage pews, wood, fabric, carpet, paint or anything else on the church property.
- d) Use of glitter or confetti inside the building is prohibited.
- e) No nails, tacks, staples or scotch tape will be used.
- f) All decorations must be completely removed after your event.
- g) If you are having a wedding, please throw birdseed (outside) instead of 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. This must also be done immediately following the event. Our expectations are listed as follows:

- a. For use of all rooms:
 - i. Users are required to supply the name of their cleaning contact person. This person will accompany our church representative for a post event inspection
 - ii. If the facility meets the inspector's approval, the Security Deposit will be returned to you by mail within 72 hours after the event.
 - iii. The renter is responsible for disposing of trash in the dumpster located on the west side of the building. The renter must provide trash bags for receptacles.
- b. For events using the sanctuary or sanctuary annex/bridal room:
 - i. Please return all areas used to the condition they were in before your event.
 - ii. Please completely remove all decorations.
 - iii. Please remove any remaining programs, tissues, etc.
 - iv. Please remove trash from the floor.
- c. For events held in the Banquet Hall where food WAS NOT served:
 - i. Please return the Fellowship Hall to the condition it was in before your event.
 - ii. Please completely remove all decorations.

- d. For events held in the Banquet Hall where food WAS served:
 - i. Please return the Fellowship Hall to the condition it was in before event. This includes vacuuming the entire Fellowship Hall, and wiping down all tables and chairs.
 - ii. Please completely remove your decorations.
 - iii. Please remove any remaining programs, tissues, etc.
 - iv. Please remove trash from the floor.
 - v. Please return the kitchen to the condition it was in before your event. This includes mopping the floor, washing and replacing all used church dishes, flatware or cookware and wiping down 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 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 representative.

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

- a) No animals are allowed in the building unless they are leader dogs.
- b) Smoking in the church building or anywhere on the church property is prohibited.
- c) Alcoholic beverages and drug use are prohibited in the church building and on church property.
- d) Firearms are prohibited in the church building and on church property.
- e) 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 p.m. and 55 decibels after 10 p.m. Appropriate sound levels should be noted.