

International Christian Fellowship Ministries

FACILITY RENTAL APPLICATION
INTERNATIONAL CHRISTIAN FELLOWSHIP
3076 Humphries Drive SE • Atlanta, Georgia
ph: 404.363.3300 • fx: 404.363.1730
email:

Event Information

Facility Requesting :

| | | |
|----------------------------------|--|-----------------------|
| Type of Activity/Event : | | Estimated Attendance: |
| Rental Date(s): | | |
| Day of Week: | Use Hours: From a.m./p.m | To: a.m./p.m |
| Is the event open to the public? | Will admission or any other fees be collected either before or during the event? | |
| Insurance: _____ Yes _____ No | If yes, list company name: | |

Contact Information

| | | |
|---------------------------------|------------|------------------|
| Name of Organization/or Renter: | | |
| Person In Charge of Event: | | |
| Phone: | | |
| Current address: | | |
| City: | State: | ZIP Code: |
| Email: | Day Phone: | Phone Contact 2: |

FOR OFFICE USE ONLY

| | | |
|---|------------|------------|
| Security/Damage Deposit Required: | Date Paid: | Receipt #: |
| RENTAL FEE _____ hours X \$ _____ (rate) = TOTAL \$ _____ | | |
| Due By (date): | Date Paid: | Receipt #: |
| SECURITY/DAMAGE DEPOSIT REFUNDED: Date Processed _____ Amount _____ | | |
| | | |
| Signature of applicant: | | Date: |
| Signature of co-applicant: | | Date: |

CONTRACT

ASSUMPTION OF LIABILITY : AGREEMENT TO HOLD HARMLESS

The applicant assumes the entire responsibility and liability for losses, damages and claims arising out of injury or damage to the applicant's displays, equipment and other property brought upon the premises of ICF Ministries and shall indemnify and hold harmless the ICF Ministries, agents, and employees from any and all such losses, damages and claims.

INSURANCE POLICY

For your protection, you may wish to obtain public liability insurance while using ICF Ministries' property to indemnify against loss resulting from bodily injury and/ or property damage. Your personal insurance agent or an insurance agent can assist you in obtaining this insurance. A copy of the insurance certificate should be filed with ICF Ministries. The applicant acknowledges that ICF Ministries does not maintain insurance covering the applicant's property and that it is the sole responsibility of the applicant to obtain business interruption and property damage insurance covering such losses by the applicant.

AGREEMENT TO ABIDE BY RULES AND REGULATIONS

In the event the applicant is a corporation, partnership, association, club, society, or group, the person signing this agreement for such entity represents to ICF Ministries that he/she has full authority to sign such contract and, in the event that he/she is not so authorized, that he/she will be personally liable for the faithful performance of this agreement. The terms and condition, together with the attached rules and regulations shall constitute a contract between the applicant and ICF Ministries.

I have read all of the attached printed rules and regulations for use of ICF Ministries' facilities. I understand and plan for the group I represent to comply with all the above printed rules and regulations.

Initial Here: _____ (Applicant) Date: _____

_____ (Co-Applicant) Date: _____

TERMS OF AGREEMENT

Reserving a Space

An application or request must be submitted to check for availability. Once availability is confirmed, dates, policies, procedures and equipment availability will be reviewed. The required security deposit should be submitted along with a signed standard Contract and Agreement.

Overtime

If access should exceed the requested hours or time frame, then overtime charge of fifty (\$50.00) per hour shall apply.

Cancellation

The security deposit is refundable. However, you must cancel at least two weeks in advance of your event, in order to receive a refund; or you may reschedule for another date at no additional cost. If your event is cancelled by you or the Church for any reason, your fee(s) will be refunded by mail within two weeks.

Schedule of Payment

Full payment of the rental is due with the signing of the Rental Agreement; or within fifteen (15) days prior to the event. Please be sure that you make arrangements to pay all additional charges at the end of your event.

Returned Check Policy

A thirty-five (\$35.00) dollar fee will be added to all returned checks without exception.

Forms of Payment

Acceptable forms of payment are: checks and money orders. Please make all payment out to: International Christian Fellowship Ministries.

Renter(s) Responsibilities

- Do set-up for your event and return all equipment to their original arrangements at the end of event.
- Follow all policies and procedures outlined in your Agreement and the Facility Rental Policy.
- Comply with the maximum occupancy limit and the No Smoking and No Alcoholic Beverage Policy.
- Complete the Hall Security/Exit Checklist with the assigned staff on duty.
- Take precautions against damage to the hall, equipment and kitchen facility.
- Make sure all spaces used are thoroughly cleaned, and all trash thrown out.
- Provide program information and detailed directions to your attendees.

ICF Ministries is not responsible for your equipment, supplies, materials or other items. Equipment owned by you may not be left and/or stored in the premises without prior approval. Items and supplies needed must be brought on the day of the scheduled event and removed at the end of the event.

Outside Caterers

Renter(s) may use any outside caterers of their choice, or bring their own food.

Alcoholic Beverages and Smoking

The sale and service of alcoholic beverages are strictly prohibited in and around the church's premises. This includes bottles of champagne, beer, wine coolers and other alcoholic beverages. Please inform your guests. Additionally, NO SMOKING is allowed on ICF grounds or ICF's buildings. Failure to follow such guidelines will result in the event being shut-down.

Damage

In order to assess damages, if any, a walk-thru will take place at the completion of each event's load-out, with the staff on duty. Each user group and renter is responsible for the behavior of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter.

Decorations

Helium balloons must be placed on required weights. Decorations and aisle runners **CANNOT** be taped, nailed, thumb-tacked, screwed, pinned or fastened to pews, windows, woodwork, or any church property. Pew decorations such as tied ribbons or hanging bouquets on covered wire are allowed. All décor must be removed at the close of the event. No birdseed or rice may be used on the premises. Bubbles may be used on the outside of the building only.

Unauthorized Use of Space and Equipment

Use or entry into rooms that are not reserved by your party is prohibited. No items may be stored, removed, rearranged in spaces that are not reserved per your application. All electronic equipment owned by ICF must be operated by the Church's qualified technician.

Sanctuary Use

Food and drink are **NOT** allowed in the SANCTUARY at any time. No changes may be made to the sanctuary set up without prior approval.

The fees schedules are as follows:

| Categories | Member | Non-member | Member | Non-member |
|-------------------|--------------------|--------------------|----------------------|------------------------|
| Security Deposit | \$100.00 | \$200.00 | \$100.00 | \$200.00 |
| Main Sanctuary | \$200.00 3 Hrs. | \$350.00 3 Hrs. | \$400.00 5-8 Hrs. | \$700.00 5-8 Hrs. |
| Hall | \$300.00 3 Hrs | \$400.00 3 Hrs. | \$500.00 5-8 Hrs. | \$1,200.00 5-8 Hrs. |
| Other Mtg. spaces | ? | ? | ? | ? |

Package Deal? \$400.00 \$650.00 \$650.00 \$1,500

Overtime

If access should exceed the requested hours or time frame, then overtime charge of fifty (\$50.00) per hour shall apply.

Other Rental Guidelines

1. No vulgar music or language shall be used in ICF's building, surrounding streets, lawns or parking lot. (**Vulgar is defined as any racially offensive, sexually explicit, misogynist terms or content of a demeaning nature**).
2. No weapons or firearms shall be allowed in or on the premises.
3. No inappropriate (see vulgar) garments or clothing shall be worn on the premises.
4. ICF reserves the right to summon the police to remove any non-compliant attendee(s) and/or stop the event without further warnings to the host.

Failure to comply with the above-mentioned policies and/or the procedures may result in suspension of the privilege of using the space.

By signing this agreement, I agree to the terms of rental that have been provided to me.

Signature of applicant:

Date:

Signature of co-applicant:

Date:

International Christian Fellowship Ministries

BUILDING RENTAL INFORMATION
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| Categories | Member | Non-member | Member | Non-member |
|---|----------------------|----------------------|----------------------|----------------------|
| Security Deposit | \$100.00 | \$200.00 | \$100.00 | \$200.00 |
| Main Sanctuary (_____ Square feet) | \$250.00 2-4 Hrs. | \$400.00 2-4 Hrs. | \$400.00 4-8 Hrs. | \$650.00 4-8 Hrs. |
| Fellowship Hall (_____ Square feet) | \$300.00 2-4 Hrs. | \$450.00 2-4 Hrs. | \$500.00 4-8 Hrs. | \$650.00 4-8 Hrs. |
| J. Brandy Hall/Other Mtg. spaces | \$150.00 | \$250.00 | \$150.00 | \$250.00 |

| | | | |
|----------------------------------|----------|----------|-------------|
| Reception after baby Christening | \$250.00 | \$150.00 | |
| Special Concert Package | | \$600.00 | \$ 750.00 |
| Wedding Package | \$450.00 | \$600.00 | \$ 950.00 |
| Wake/Funeral & Repasts | | | \$ 1,250.00 |
| Wake/Funeral Only | | | \$ 950.00 |
| Funeral/Repast Only | | | \$ 950.00 |
| Wake Only | | | \$ 550.00 |
| Funeral Only | | | \$ 550.00 |
| Repast Only | | | \$ 550.00 |

Fellowship Hall

Banquet Seating Capacity-----

Reception Capacity -----

Classroom Seating Capacity-----

RENTAL CLEAN-UP CHECKLIST

- _____ Chairs - stacked and returned to proper storage
- _____ Tables - wiped down and returned to proper storage area
- _____ Trash - removed trash and deposited in dumpster located outside kitchen door
- _____ Floors - wiped up any spills and dry mopped
- _____ Carpet vacuumed and cleared of all food drippings/stain
- _____ Appliances - clean any appliances used (stove, oven, convection oven, refrigerator, freezer, microwave)
- _____ Grounds (parking lot, outside of building) - pick up garbage and sweep
- _____ Damage - checked for damage to walls, floors, appliances, equipment
- _____ Equipment or supplies left in proper location
- _____ Was room left in satisfactory condition? Yes/ No

List any damage/problems

Did renters vacate room on time as listed on application? Yes / No

If room was vacated late, how late? _____

Comments:

Inspected By _____ *

Date _____ **Time** _____

Renter Signature _____

Date _____ **Time** _____

*Signature of staff does not waive liability of renter for items damaged or missing.