

Eden United Church of Christ

Facilities Use Policies

1. All facilities use must be approved through the church office, and the Facilities Use Agreement is a binding agreement.
2. Note the starting and ending times. Starting and ending time must include all set up and break down time.
3. All facilities and church grounds must be vacated no later than **9:30 p.m.**
4. Notify the church office immediately in writing if the event is canceled or the date is changed.
5. **RESERVATION:** A reservation deposit equal to 33% of the full rental fee is required to hold any date and room. If cancellation is made 30 days or more in advance of the event date, we will refund the full deposit. If cancellation is made 11 to 29 days prior, 50% of the reservation deposit will be refunded. If cancellation is made 10 days or less in advance of the event date, no refund will be made. Exception: Wedding reservation deposits will be refunded only if cancellation is made in writing six (6) months or more in advance of the wedding reservation date.
6. The full balance of the rental contract is due fourteen (14) days before the scheduled event.
7. **DEPOSIT:** A refundable damage and cleaning deposit is required for all use. Damage and cleaning deposits are refunded thirty (30) days following the date of the event, provided the rooms are left undamaged and in good order, the way they were found, all decorations removed, and requiring no special custodial care beyond usual clean up. The Church Administrator and/or the Sexton shall check the room after its use. The group using the room will be charged an additional cleaning fee if cleaning or repair is required, in addition to the cost of any repairs. All cleaning fees and repairs are billed and deducted from the damage and cleaning deposit.
8. **FOOD AND DRINK:** Snacks, coffee, tea, and cold drinks are only allowed in the Community Room, and Norberg Room. Full meals are allowed in the Fireside Room, Jensen Room, and Oliver Hall.
9. **KITCHEN USAGE:** Meals may be prepared and served only in the West Wing Kitchen and in Oliver Hall. Users must supply their own cooking utensils, dishes, silverware, table linens, towels, etc. All groups and individuals using food and beverages shall clean up after their use, and dispose of food waste in the dumpster behind Oliver Hall.
10. **PIANO AND ORGAN USE:** Use of our organ is negotiable and will require an interview with our organist. Use of the piano is permitted with previous arrangements. Additional deposits are required and will be refunded when it is assured that the equipment used has been left in satisfactory condition.

11. **SOUND SYSTEM:** The Church sound system may be rented for an additional charge. It must be setup and operated by one of our Sextons or authorized persons. Under no circumstances may any church equipment leave the church's premises.
12. **SETUP:** Specify how many tables and chairs are needed. These will be setup to your specifications by our staff. No heavy furniture or equipment is to be moved without permission of the Church Administrator.
13. **DECORATIONS:** Decorations may be attached to the walls only with blue painter's tape to avoid damage to church property. Decorations must be removed fully once the rental event is complete.
14. **CHILDREN AND YOUTH SUPERVISION:** Adult supervision is required at all times inside and outside including the Tot Lot, Courtyard, hallways, rest rooms, lawns, and parking lot. Read and follow posted rules in Tot Lot.
15. **ALCOHOL POLICY: ABSOLUTELY NO BEER OR LIQUOR IS PERMITTED ON CHURCH PREMISES OR IN THE PARKING LOTS, ADJACENT SIDEWALKS, OR PERIMETER OF CHURCH PROPERTY.** Users who desire to use wine and/or champagne must meet the requirements of the Board of Trustees Policies.
16. **Illegal activities are prohibited** on church grounds, in all buildings, parking lots, and perimeters of the church property.
17. **No sales, solicitation, or business** is to be conducted on any of the church property, including all buildings, parking lots, grounds and perimeter other than the purpose and activities stated in the rental contract.
18. **No animals** except registered service animals are allowed in any of the buildings or rooms.
19. **No smoking** is permitted in any church buildings or adjacent property.
20. The church reserves the right to pre-empt non-church events with adequate advance notice (minimum 45 days).

I have read, understand, and agree to abide by these policies

Signature

Print Name

Date