

# Terms of Service

## I. Rentable Spaces

Connection Church is able to provide the main auditorium, adult and student multi-function rooms, and classrooms for events.

## II. Rental Fees and Facility Availability

Connection Church events take priority over outside events. We reserve the right to refuse rental space to any organization in the event it conflicts with the schedule, technological availability, core beliefs of the church, or for any other reason the church decides.

## III. Policies and Procedures

To utilize a Connection Church facility, event organizers must contact the administrative office (912-871-5849) within three weeks of the event. There is no guarantee that facilities will be available, so earlier inquiries are encouraged.

Renters will be required to sign the rental agreement form agreeing to all terms and conditions outlined in the Facility Rental Agreement.

A Facility Manager of Connection Church is required to be on premises at all times during an event. This Facility Manager will be responsible for unlocking and locking the facility, as well as offering support or directions, as renters require.

If renters will be using the audio visual (AV) or other church equipment, a production staff member is required to be on premise during the event. The production staff member will be responsible for running any equipment needed during the event.

Staff compensation for facility manager supervision can be paid directly to the staff member or to Connection Church in advance of the event.

For an auditorium rental that requires chairs will need to be removed, an extra fee will be required. Fees should be paid directly to Connection Church prior to the event.

## IV. Food and Beverages

Caterers or other servers are welcome but should be advised that the facility does not contain a full-service kitchen.

The Facility Manager should be notified immediately if there is a spill or other issue in the facility. Damages caused as a result of the renter failing to follow these requirements may result in an additional cleaning fee.

## V. AV and Other Equipment

AV and other sound and video equipment are available for events. Two production staff members will be provided for all Main Auditorium Rentals to oversee and run any equipment being used.

Outside AV and other equipment is allowed so long as it does not need to be tied in to the existing equipment. Renters shall ask a production staff member any questions regarding AV and other equipment should be addressed before the rental agreement is signed.

Any damage occurring to Connection Church's AV, video, or any other equipment, as a result of the renter's disregard for these policies may result in a charge for the repair of the equipment or the fair market value of the damaged equipment, whichever is less.

## **VI. Set up and Clean up**

Renters will be given 1 hour prior to the rental and 1 hour after the rental to setup and clean up. Renters will be allowed to set up and decorate, so long as nothing (signs, decorations, etc) is attached to the floors, walls, or other fixtures in the auditorium, adult multi-function room, or hallways. If any item belonging to Connection Church is to be moved or removed, renter must specify this at time of rental. For any questions regarding decorations or moving items the day of the event, please defer to the Facilities Manager representative from Connection Church.

Renters may use the chairs provided inside of the rented space. Additional tables and chairs are the responsibility of the renter.

Connection Church works to maintain a clean and inviting space. Renters are asked to respect that goal and return any used space (including restroom facilities and outdoor space) to its original condition.

Failure to abide by these policies may result in an additional cleaning fee.

## **VII. Cancellations**

Renters are asked to give Connection Church a minimum of 24 hours notice for canceled events. Failure to notify Connection Church before the event may result in a one hour charge for staff members scheduled for the event. (\$8-\$10 respectively)

*\*\*Rental organization must provide liability insurance certificate with Connection Church named as an additional insured and letter proving not-for-profit status before contract may be executed. No date is guaranteed or should be considered firm until a contract is issued along with payment of applicable deposits.*