

**ALLEN TEMPLE BAPTIST CHURCH
POLICIES AND PROCEDURES
REQUEST FOR SPECIAL EVENT OR MEETING SPACE
AND FACILITY RENTAL**

I. POLICIES

1. Any request for use of an Allen Temple Baptist Church facility acknowledges that the facilities are to be used with the utmost care and respect for the community we serve.
2. These policies and procedures apply to all current Church facilities which include, but not limited to: the Sanctuary and all rooms within that building, the J. A. Smith Fellowship Hall and all attached offices and rooms, the Outreach Center and all attached rooms, the Wildy-Carpenter Hall and the Family Life Center (FLC).
3. No alcoholic beverages or illegal substances are allowed in any Church facility.
4. Smoking, gambling and profanity are prohibited in all Church facilities.
5. In order to preserve Church facilities, you must have approval from the Director of Operations before temporarily affixing anything to the wall. In some circumstances, i.e. the FLC, the Church will provide you with the materials to use if you desire to temporarily affix materials to the walls.
6. **No items may be permanently affixed to the walls, doors, etc. of any room.**
7. You must be at least **21 years** old to request use of any Church facility.

II. PROCEDURES

1. If you are representing a Ministry of Allen Temple, to request an event or facility, you must submit a **Request for Special Event or Meeting Space** form to the Director of Operations for approval. The form should be submitted **at least 30 calendar days prior** to the scheduled event.
2. If you are not an Allen Temple Ministry, but are an Allen Temple Member, a corporation, business, non-profit group, etc., you may request space by completing a **Rental Application for Allen Temple Baptist Church Facility** form and submitting it to the Director of Operations for approval. The form should be submitted **at least 30 calendar days prior** to the scheduled event.
3. All requests must be submitted to the Director of Operations, either in writing or by submitting a completed **Facilities and Space Request form** found on the ATBC Campus tab on the Allen-Temple website (www.allen-temple.org). Telephone inquiries are acceptable, however, no facility or date is guaranteed until all necessary documents are approved and applicable fees paid. **NO FAX REQUESTS ACCEPTED.**
4. A **Facilities and Space Request** form must be submitted, in writing or online, and approved by the Director of Operations or a designee, prior to an event being announced, scheduled or publicized.
5. Space requests will be approved based upon **availability** and on a **first come, first serve basis**. Once a date and space have been approved, an approved copy of your request form will be returned to you within ten (10) business days of submitting the request.

III. Facility Rental – Family Life Center

1. Allen Temple Baptist Church offers its state of the art Family Life Center for rental to individuals, Churches, non-profit community based organizations, corporations, event planners and associates. However, all persons seeking to utilize this facility must keep in mind the purpose of this facility which is to uplift and minister to families.
2. All Allen Temple sponsored revenue generating events are subject to operational fees for use of the facility.
3. To secure a date and space, the following are required:
 - i. The requesting party must complete a “**Facility Rental Agreement**” form and submit it to the Director of Operations at least **30 calendar days prior** to the event.
 - ii. A **security deposit** equal to **25%** of the room rental fee or **not less than \$100** must be submitted with the signed **Facility Rental Agreement** in order to reserve a date and space.
 - iii. The facility reservation is confirmed only after the Director of Operations or designee, has approved and signed the **Facility Rental Agreement**. Upon approval, you may announce or publicize your event.
 - iv. Upon confirmation, the requestor will enter into a “**Facility Rental Agreement**” which will bind the legal obligations of the requestor and Allen Temple Baptist Church.
4. Facilities and Space requests will be approved based upon **availability** and on a **first come, first serve basis**. Once a date and space have been approved, an approved copy of your request form will be returned to you within ten (10) business days.
5. The facilities are available for half days (four hours) or full days (eight hours) between the hours of **8:00 AM through 10:00 PM, Monday through Saturday, and after 2:00 PM on Sunday**.
6. There are **2** rental rate pricing structures: **Commercial** and **Non-Commercial**. Commercial rates apply to all rentals except non-commercial events. To qualify for non-commercial rates, organizations must provide evidence of non-commercial, non-profit status. Allen Temple Members and Foundations are entitled to the non-commercial rates unless the event is a revenue generating event, in which case, commercial rates will apply. Determinations of Allen Temple membership or non-commercial status are at the sole discretion of the Director of Operations.
 - i. **Examples of commercial rate events** are any event where an admission fee or the like is required or accepted.
 - ii. **Examples of non-commercial events** are birthday parties, wedding receptions, etc.
7. See the pricing sheet for information regarding rates. **Rates are subject to change without prior notice.**
8. All facilities must be left in the same condition as before the event started. Checklists will be provided before and after the event.
9. Decorations must be removed when the group leaves the building. The use of cellophane, adhesives, nails, screws, staples, etc. in the walls or woodworks or on windows is prohibited. All decorations must be fireproof or made of fire retardant materials.

10. Neither, birdseed, rice, confetti, nor flower petals are allowed to be thrown at any event.
11. Reservations may be accepted one year in advance, or less, of the event. However, facility rental fees are subject to change without prior notice.
12. Hours requested on the application should include set-up and cleanup times. Setup and cleanup are the responsibility of the applicant. **All events, including cleanup, must conclude by 10:00 PM. Additional overtime charges may apply.**
13. Weekend rentals, including Friday evenings after 5:00 PM and holidays, may require additional charges.
14. **Approved Applications for Facility Rental and Facility Rental Agreements are non-transferable.**
15. Reservations for use by Youth Groups must be completed by an Adult Sponsor.
16. At the discretion of the Director of Operations, additional security officers, staff, kitchen attendants, and/or insurance may be required at the applicant's expense. If security guards are needed for your event, they will be hired by the Director of Operations for the hours your guest are expected to attend your event. The cost for this service will be determined per hour, per guard.
17. The applicant whose signature appears on the rental contract should arrive at the starting time designated and be present until the end of the event. If the applicant cannot be present, he/she should designate an individual and write that name on the contract as well as their own name.
18. Incremental costs for services of amenities may apply to your event. These items will be discussed and finalized at the signing of the Facility Rental Agreement.
19. No events will be scheduled whenever the use of the facilities may interfere with previously scheduled "ALL CHURCH EVENTS".
20. **Reservations may be revoked where there has been a violation of these policies and procedures, or where the mission, purpose, goals or objectives of the requesting entity are inconsistent with the mission of Allen Temple Baptist Church.**
21. All approved applicants for facility rental will receive and must acknowledge receipt of these policies and procedures. It is the applicant's responsibility to familiarize themselves with the contents of this document.

IV. **SECURITY DEPOSIT & CANCELLATIONS**

1. See Rental Rate Sheet to determine security deposit amount. The **security deposit** must equal **25%** of the room rental fee or **not less than \$100**.
2. The security deposit must be submitted with the rental application, and must be in the form of a certified check or money order payable to "Allen Temple Baptist Church".
3. The security deposit will be applied to the rental fee. If space is requested less than 30 calendar days before the event, then the entire amount is due when the rental application is submitted.
4. The security deposit, minus an administrative fee, is refundable only if the applicant **cancels** the event **30 calendar days before** the scheduled event. The **administrative fee** equals **50% of the security deposit**.
5. **The applicant will be charged for any expenses resulting from the Applicant's cancellation of the event.**

6. If the event is **cancelled less than 30 calendar days** before the scheduled event, the security deposit is **non-refundable**.

V. RENTAL FEE & FINAL PAYMENT

1. Refer to the **Rental Rate** document for room rental fees (additional fees may apply for services and amenities).
2. The **full balance** (including incremental costs for services or amenities) must be paid no later than **30 calendar days** before the date of the event. **NO EXCEPTIONS**.
3. The balance due must be tendered in the form of a certified check or money order payable to "Allen Temple Baptist Church". **NO CASH WILL BE ACCEPTED**.

VI. INSURANCE REQUIREMENTS

1. All renters are required to provide a **Certificate of Insurance** with the following **combined single limit of \$1,000,000** for:

General Liability, Property Damage and Bodily Injury.

The certificate must name "Allen Temple Baptist Church, its Agents, Officers and Employees" as additional insured, and state that insurance will not be canceled without 30 calendar days advance written notice to the Director of Operations for Allen Temple Baptist Church.

2. Rental insurance certificates must be received by the Director of Operations 30 Calendar days prior to the event. **Failure to timely provide a certificate of insurance will cancel your event and your security deposit, minus the administrative fee, will be refunded** if canceled no less than 30 calendar days before the event date.
3. Organizations with insurance through a parent organization may issue one proof of insurance which names Allen Temple Baptist Church, its agents, officers and employees, as an additional insured for the full year for all of the organization's uses.



**ACKNOWLEDGEMENT OF RECEIPT
FACILITY RENTAL
POLICIES AND PROCEDURES**

I have received a copy of the **ALLEN TEMPLE BAPTIST CHURCH POLICIES AND PROCEDURES FOR SPECIAL EVENT OR MEETING SPACE AND FACILITY RENTAL REQUEST**. I am aware that it is my obligation to familiarize myself with its contents.

(Print Name)

(Signature)

(Date)

