

 <p>Eastview COMMUNITY CHURCH</p> <p>Guideline and Procedure</p>	Guideline Name:	Guideline No.	Page:
	Facility Rental - Wedding	0305-01	1 of 2
	Approval Signature:	Ministry Area: Property & Finance	
	Date: February 1, 2010	Supersedes: Feb 5, 2009	

PURPOSE:

Eastview Community Church (hereinafter referred to as Eastview) was built and dedicated as a “House of the Lord” and, therefore, it is more than a meeting place, eating place, or reception hall. It is the intent of the Church that all events taking place at the facility are neither dishonoring to God nor offensive to our members. For this reason, all activities taking place in the facility are expected to respect the Christian character of the Church.

The facility is available first and foremost for the activities of the church. During times when the church is not using specific areas of the facility, those areas may be made available for rental to members, adherents, other organizations and community groups/agencies who meet the criteria outlined in our Purpose statement above. In order to ensure the facility is available for any non-routine events the church decides to host, rentals will only be approved for one-time events as opposed to regularly occurring events.

GUIDELINE:

1. Rental hours are from 8:00 a.m. to 10:00 p.m. The space must be vacated (including any equipment, special effects or equipment brought in by the renter) no later than 10:00 p.m.
2. A church representative will be present to open and close the facilities before and after use. When deemed necessary (non affiliated groups, kitchen use, etc.), a church representative will appoint a facility supervisor for the duration of the event.
3. The use of alcoholic beverages and/or illegal drugs etc. is not permitted inside the facility or on church property. Smoking is highly discouraged on the property and not permitted inside the facility. For those who choose to smoke, it must be at least fifty (50) feet from the entrance.
4. Helium-filled balloons and/or confetti are not permitted in the building.
5. The services of a pastor are separate from the rental agreement.
6. If the rental is for a wedding, arrangements will be made to meet with a church representative one month before the date to finalize details. See the attached Wedding Information Sheet (0305b).

PROCEDURE:

1. Contact the church office to determine if the facilities are available for the purpose and time(s) that you require. If the facilities are available, complete the attached application form (0305a). Rental fees are included on the reverse.
2. Forward a confirmation deposit fee of \$25 and a separate, additional \$100 damage deposit, along with the completed application form, to the church office. (Cheques to be made payable to Eastview Community Church.) The deposits will be returned if the request for rental is denied but the confirmation deposit is non-refundable if the rental is approved.
3. Once approval is received, contact the church liaison to arrange access into the facility as per your requirements.
4. Report to the church representative assigned, any breakage or damage occurring during the rental event. Once the damage is assessed, a charge in addition to the damage deposit may be levied.
5. Renters opting to clean the facility themselves understand that it is necessary to return all areas and rooms of the church to the state that they were in upon arrival
6. Kitchen facilities are to be used for approved catered food or ready foods only. **The stoves are available to warm food only** and are not meant for cooking. To comply with Health regulations, all renters must use the commercial dish sanitizer operated by a trained person. There is a separate charge for this service. Groups may opt to bring their own dishes and/or disposables.
7. Following the rental, the church will invoice the renter for any outstanding amounts owed. Payment is due upon receipt.
8. **Eastview Community Church reserves the right to decline rental requests from individuals or groups who default on their rental payment, to groups who cause damage to the facility and to groups whose practices or beliefs contradict those of Eastview.**

EASTVIEW COMMUNITY CHURCH RENTAL RATES

Facility/ Service	Base Rental	Notes	Optional After Event Cleanup ⁽²⁾
Sanctuary	\$300	\$100 flat fee for decorations – pillars, silk flowers, etc.	n/a included
Technicians	\$30/hr Min. 3 hrs/day	ECC technicians only. Audio or Multi-media technicians available.	n/a
Multipurpose Auditorium	\$400	Tables and chairs set up by ECC maintenance staff.	n/a included
Multipurpose Auditorium	\$75/hr	Sports Events Only Shoes with non-marking soles.	\$100
Fireside Room	\$150	Setup/takedown tables & chairs: \$5/table	\$100
Kitchen	\$100	\$50 use Electric Dish Sanitizer	\$100
Supervisor	\$20/hr	As assigned by church	n/a

Audio and/or Multi Media Requirements:

Please list all audio/multi media equipment you will require. You may notify the church of any changes up until one working day before the event. The technician(s) will have the equipment listed set up before the practice/start time of your event. ECC reserves the right to schedule two technicians if there is significant set up required or if multiple ensembles are performing.

EQUIPMENT	QUANTITY	SANCTUARY	AUDITORIUM	Notes
Podium w/ Microphone				
Wired Microphone				
Wireless Microphone				
Lapel Microphone				
Choir Microphone				
Monitor Speakers				
Other:				

WEDDING INFORMATION SHEET (0305b)

A meeting with a church representative & the person(s) responsible for the rental is required a month prior to the event. This meeting must take place at the church to determine set up requirements and to familiarize the group with their responsibilities during and after the event. At this meeting, please be prepared to complete this information sheet. Both parties will keep a copy for reference.

Bride's name: _____ Phone: (H) _____ (W) _____ C) _____

Groom's name: _____ Phone: (H) _____ (W) _____ C) _____

Other: _____ Relationship _____

Officiating Minister: _____

SANCTUARY

The drums &/or piano cannot be moved. All other worship instruments and equipment (cords, monitors, etc.) are the responsibility of the sound person assigned to you. Please do not move anything before checking with him. The piano is not to be used as a prop for photographs, ie. sitting or posing on the piano is not permitted.

Moving plants or furniture in the sanctuary and foyer must be cleared with the office. The person responsible for taking down decorations must return them to their original location.

Flower petals, fresh or dried, are not permitted to be scattered on the carpet. The use of confetti is not allowed in the building or entranceways.

Candles you purchase should be dripless and your candle lighters should avoid dripping wax on the carpet or any furniture. An extra cleaning fee may be charged for excessive wax residue.

Will your photographer be taking pictures anywhere else in the building besides the sanctuary during the ceremony? Where & when? _____

Date & time of set-up: _____
(Outside of office hours, there will be a \$20/hour supervision fee as indicated on the rental form.)

Person responsible for taking down decorations: _____ Ph: _____

MULTI-PURPOSE AUDITORIUM

Date & time of set up: _____

Caterer: _____

Eastview's tea towels should be left in the kitchen. All items brought in by a caterer or the wedding party, such as dishes, centerpieces, linens, boxes, etc. must be removed from the building immediately after the event unless special arrangements have been made.

I have read the rental agreement and understand my responsibilities. I have informed the persons named above of their responsibilities.

Signature _____ Date _____

EASTVIEW COMMUNITY CHURCH
3500 De Vries Avenue, East St. Paul, MB, R2E 0C8, Phone 334-4675 Fax 334-4677

FACILITY RENTAL APPLICATION FORM (0305a)

Revised February, 2010

Forward application with \$25 confirmation deposit and a separate \$100 damage deposit to the above address. Call the church office if you require assistance in completing this application.

All individuals or groups other than those associated with Eastview Community Church hereby indemnify and save harmless Eastview Community Church and its administration, officers, directors and employees from and against all costs, losses, claims or liabilities incurred by such parties in connection with such rental.

Name _____ Address _____ PC _____

Telephone: Residence _____ Business or Cell _____

E-mail _____ Purpose of Rental: _____

Expected Attendance _____ Date requested _____ Church Mailbox # _____

Time _____ To _____ If wedding, time ceremony begins _____

Set-up/Rehearsal Date requested (if needed): Date _____ Time _____ To _____

<u>Facilities Required</u>	<u>Check</u>	<u>Please Check one:</u>	<u>Yes</u>	<u>No</u>
Sanctuary	_____			
Fireside Room	_____	Cleanup Service	_____	_____
Multipurpose Auditorium	_____	Cleanup Service	_____	_____ (Sports Use Only)
Kitchen	_____	Cleanup Service	_____	_____

<u>Services/Equipment Required</u>	<u>Check</u>			
Audio Technician	_____	Multi Media Technician	_____	
Dish Sanitizer	_____			<u>Indicate Yes or No</u>
Tables	_____	Number of tables	_____	Set up? _____ Take down? _____ (Fireside Room Only)
Stage	_____	Number of pieces	_____	

Signature of Applicant _____ Date: _____

TO BE COMPLETED BY CHURCH OFFICE

Tech personnel assigned: _____

Supervision personnel assigned: _____

FACILITY RENTAL FEE: _____

Supervision Fee _____

Tech Fee _____

Setup Fees _____

Dish Sanitizer Fee _____

Clean-up Fee _____

Decorations Rental _____

TOTAL RENTAL COST _____

Less Deposit _____

BALANCE PAYABLE _____
(subject to damage report)

Date Application Received _____

Deposit Received _____

Damage Deposit Received: _____

BALANCE PAYABLE: _____
(Prior to damage report)

DAMAGE REPORT ITEMS

COST OF DAMAGED ITEMS _____

TOTAL PAYABLE _____
(to Eastview Community Church)

Church Authorization _____ Date: _____