

Rental Guidelines JourneyEcclesia

The right to refuse rental of event space at the Journey at Ecclesia for functions or events for which there is no bona fide and identifiable sponsor is reserved. Individuals and organizations must be able to demonstrate a reasonable degree of control and responsibility for the conduct of all guests.

No request for use of the Journey at Ecclesia event spaces will be honored until the contract is signed and the deposit is received. **Full payment of the fees and deposits are due prior to the event setup.**

A cleaning deposit is required from the individual or company renting the space. Half of the cleaning deposit will be returned if the event space is left clean and in good condition (see the attached Guidelines for Caterers). The refunded portion will be returned within 7 days if all accounts are settled and if there is no infraction of the contract.

A \$500 security deposit is required from the individual or company renting the space. All of this deposit will be returned or applied to rental balance if everything is left in the condition in which it was found, **time constraints** are abided by, and everything brought in for the event has been removed according to the agreed schedule. The user is liable for any damages assessed in excess of the security deposit.

Cancellations will be honored up to 90 days prior to the event and the deposit returned. For cancellations within 90 days there will be no refund.

The following guidelines have been set to make sure your event runs smoothly and the facilities at the Journey at Ecclesia are maintained properly. Any questions you may have about these guidelines are welcome. Any changes or exceptions to these guidelines must be approved in advance by the Journey at Ecclesia Building Coordinator. **Please read this completely and sign the designated line on the contract indicating that you understand your obligations.**

JourneyEcclesia will furnish a clean, usable site that should be returned in the same condition in which it was found. This includes placement of chairs, tables or any items moved during setup for the event. The person or organization leasing the facility is responsible for returning the room to the same condition, setup and placement as before the event.

Those using the facilities are liable for any damage to the premises and responsible for basic cleanup after the event. Everything (dishes, linens, flatware, tables, decorations, etc.) brought into the building is to be removed at the conclusion of the event unless prior arrangements have been made with building oversight.

The Journey/Ecclesia building oversight person will be available to answer questions and help coordinate but is not available to set-up or tear down your event. Unless prior arrangement has been made, the Journey at Ecclesia representatives are not responsible for receiving and signing for any deliveries or coordinating the event setup. The user must provide staff for all of those tasks.

Decorations, signs, banners, etc. may not be nailed, stapled or otherwise fastened to the Journey at Ecclesia property unless approved by Building Coordinator. No holes may be drilled or punched in any Factory facility. The use of duct tape or temporary adhesives is not permitted on painted walls. All signs, paper, fabric and tape must be removed and residue from tape removed from glass, concrete and metal. No glitter or confetti is to be used anywhere. Birdseed and real rose petals may be thrown outside the buildings. Use of candles is permitted but wax must not be allowed to drip onto floors, rugs or table tops. Failure to do this will result in the loss of the cleaning deposit.

The user must provide all materials and supplies such as signs, photocopies, extension cords, scissors, tape, cups, napkins, snacks, drinks, etc. the Journey at Ecclesia provides liners for the trashcans on hand.

If the worship area has been reserved, the "green room" to the left of the stage is also made available. **This access does not, however, include the adjoining offices or audio/video storage areas.**

Our media equipment (sound board, lights, projectors, TVs, instruments, mics, mic stands, amps, monitors, speakers, etc.) must not be turned on used, or moved, without prior consent of the Building Coordinator and supervision from a Journey/Ecclesia Technical Team member. Fees for the equipment and technician are on the Fee Schedule.

Any non-Journey/Ecclesia equipment rented by user must be installed and removed at the user's expense. Any equipment brought in must have non-marking tires so black marks are not left on the floor.

The Journey at Ecclesia allows the serving of beer and wine at events in its facility; however, liability insurance of \$1,000,000 is necessary when alcohol is being served. The Journey at Ecclesia must be named Additional Insured. A copy of current certificate of insurance is required 14 days prior to the event. The client is fully responsible for all permits needed to serve alcohol. Under no circumstances are persons under the age of twenty-one to be served alcoholic beverages.

The Journey at Ecclesia is not responsible for the protection or storage of items brought into the facility for an event. A penalty fee will be taken from the security deposit each day items are left.

Smoking is NOT ALLOWED inside any of the buildings. This includes the restrooms. If any of the guests are smokers, containers for cigarette butts must be provided by the user and placed outside the church doors.

It is a violation of fire codes to hang anything from fire sprinkler pipes and conduits in the ceiling. Decorations, furnishings, or equipment must not block any designated exits from the building.

Do not park in any fire lanes. Drivers loading or unloading rentals or other supplies must move their vehicles as soon as delivery is completed.

Do not borrow any tables or chairs from shops or restaurants at the Factory. These belong to the individual merchants and are not the property of the Factory or the Journey at Ecclesia.

Bands and Disc Jockeys are welcome in the event spaces but must maintain a noise level that does not disturb merchants or other parties that are taking place at the Factory. **Exterior doors must not be propped open during events.** If, during an event, the music continues to disturb other tenants, management of the Factory or the Journey at Ecclesia reserves the right to ask that the entertainment be discontinued.

All music and loud noise must stop at 11:00 p.m. on Fridays and Saturdays and 10:00 p.m. on Sundays through Thursdays. Failure to cease at these times will result in forfeit of security deposit.

The use of smoke machines by musicians or deejays is NOT permitted. Such equipment causes problems with the smoke/fire detectors.

All cleaning and packing up must be completed before midnight. **Failure to follow these guidelines will forfeit the security deposit.**

Decorations:

Special attention must be given to decorating and time for removal before the end of the allotted time for any event. If the event is a wedding or wedding reception, wedding planners and coordinators must adhere to the guidelines agreed to by the lessee. ***If take down and cleanup exceeds the agreed leased time, the security deposit will not be returned.***

GUIDELINES FOR CATERERS

The Journey at Ecclesia welcomes all caterers to the facility. We have a kitchen with a refrigerator/freezer, microwave, triple sink, and preparation space. This is not a cooking kitchen so all food must be brought in ready to serve.

Smoking is NOT ALLOWED inside any of the buildings. This includes the restrooms. If any of the guests are smokers, containers for cigarette butts must be provided by the user and placed outside the church doors.

The Journey at Ecclesia employees are not responsible for receiving and signing for any deliveries unless prior arrangements have been made with the Building Coordinator.

Arrangement of all tables and chairs is the responsibility of the client or the caterer unless prior arrangements have been made.

Those using the facilities are liable for any damage to the premises and responsible for basic clean-up after the event.

The client renting event space is required to leave a cleaning deposit. Half of the deposit will be returned if the event space is left clean and in good condition. For this portion to be returned, the caterer and client must follow the guidelines below.

1. Remove everything you brought into the building (dishes, linens, flatware, etc.) at the conclusion of the event.
2. Take down, pack away and/or remove all decorations by the conclusion of the event unless prior arrangements have been made with the Building Coordinator.
3. Replace the liner in each trashcan used. Liners are found in the kitchen or in the bottom of each trash can.
4. All trash and garbage is bagged and placed inside the dumpster across the patio at the conclusion of the event. It is especially important to remove any soiled diapers from the building. Any empty boxes should be flattened and placed in the dumpster for cardboard behind Jamison Hall, across the parking lot from the church.
5. Leave the kitchen and serving areas clean with all trash removed, counters and sinks wiped clean, and floors swept. Clean up any spills. A vacuum cleaner, brooms, dustpans, and mops are stored in the custodian's closet.