

Rental Guidelines

Journey Church Franklin

The right to refuse rental of event space at Journey Church Franklin, hereinafter referred to as Journey, 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 Journey 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. The cleaning deposit will be returned if the event space is left clean and in good condition and all checklist items are done to the satisfaction of the oversight person (see the attached Guidelines for Caterers). The amount will be returned 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 Journey 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 Building Coordinator. **Please read this completely and sign the designated line on the contract indicating that you understand your obligations.**

Journey will furnish a clean, usable site that should be returned in the same condition in which it was found. Lessee is responsible for removing all decorations, equipment, and additional tables/chairs that are brought in for the event. **Lessee is also responsible for clearing or reconfiguring chairs in the space prior to the event unless arrangements have been made with Journey Building Coordinator and an additional \$100 fee is paid.** The person or organization leasing the facility is responsible for returning the room to the same condition, setup and placement as before the event, **except for replacement of stage equipment and chairs, which will be done by Journey personnel.**

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.

The Journey 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, Journey 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 Journey 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 rice, glitter or confetti is to be used anywhere, nor are sparklers allowed. Birdseed and real rose petals (white only) may be thrown outside the buildings. Use of candles in approved containers is permitted. Failure to follow these rules 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. Journey provides liners for the trashcans on hand.

If the worship area has been reserved, the back stage area, to the left of the main stage, is also made available. **This access does not, however, include the adjoining offices.**

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 Technical Team member. Fees for the equipment and technician are on the Fee Schedule.

Any non-Journey 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.

Journey 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. Journey Church Franklin 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.

Journey is not responsible for the protection or storage of items brought into the facility for an event. The cleaning deposit will be forfeited if 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 of Journey.

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 Journey 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. All cleaning and packing up must be completed before midnight. **Failure to follow these guidelines will result in forfeiture of the cleaning deposit, as well as the assessment of possible penalties or fines.**

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

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 cleaning deposit will not be returned. The lessee is responsible for providing a copy of these guidelines to their event planner.**

I have read and understand these Rental Guidelines and agree to adhere to the requirements.

Signature _____ Print name _____

GUIDELINES FOR CATERERS

Journey 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.

Journey 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. The deposit will be returned if the event space is left clean and in good condition, and if the caterer and client 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.
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 from the main entrance 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.

I agree to provide the caterer with this list of requirements prior to the event. I further understand that it is my responsibility to make sure they understood and followed.

Signature _____ Print name _____