

# NEW LIFE ASSEMBLY BUILDING & PROPERTY USAGE POLICIES & RATES

## General Information

**New Life Assembly** makes available to the public the sanctuary for weddings and the fellowship hall downstairs for various functions. The use of these spaces must adhere to the policies provided here. **No functions will be held unless it is approved by the Pastor and church administration.**

## Categories of Renters

- ▶ **Members** – Members of **New Life** will be charged a significantly **reduce fee** for the use of the facilities.
- ▶ **Affiliates / Regular Attendees** – Affiliated renters are organizations that are aligned with or supported by New Life. The fee is a reduced rent for the use of the facilities. [Regular **attendees** are described as people who come to worship services three times a month for six months or longer.]
- ▶ **Non-Affiliated / Non-Profit** – Non-affiliated renters are members of the general public, or organizations who do not have a connection to **New Life**.

## Rental Space Use Limitations

New Life Assembly seeks to provide the community access to affordable facility use. In order to maximize the availability of its rental space, New Life places limits on the use of its fellowship hall and sanctuary. Some of those limits are described below (subject to change):

- ▶ **New Life** reserves the right to offer its meeting rooms to groups and organizations whose **values** are consistent with the **values** of the church and the teachings of the Bible.
- ▶ **New Life** reserves the right to **pre-empt** or **reschedule** a rental in the unlikely event that space is needed for a church activity such as a funeral or wedding. **New Life** will make every effort to avoid such conflicts and will work with renters to reschedule their meeting or refund their rent if a meeting must be canceled.
- ▶ **New Life** prohibits the rental of its meeting rooms for activities in which the sponsors solicit donations either during or in advance of an event for the sake of earning profit. Fund raising events may be permitted with prior approval of the church administration.

## POLICIES

**New Life** events and members have first priority to the use of the facility and scheduling will be done with this in mind.

**New Life** reserves the right to rent to more than one group at the same time at different parts of the facility and or property.

## How to Request Rental Space

1. Contact the Pastor or administration either by person, telephone call, or email.

2. Availability of the space will be decided at such time. A discussion of whether our insurance or the renters insurance will cover.
3. The agreement form is to be signed and return with payment.

### **Building Policies & Regulations**

- ▶ **Decorations** – Posters, leaflets or displays are to be affixed **only** in the designated locations.
- ▶ **Smoking** – Smoking is **not** permitted anywhere on church property.
- ▶ **Alcohol** – Alcohol is **not** permitted anywhere on church property.
- ▶ **Illegal Drugs** – Illegal drugs are **not** permitted anywhere on church property.
- ▶ **Dancing** – Due to the potentially inappropriate nature of much modern dance, only waltzes will be permitted at weddings in the fellowship hall. No dancing will be permitted at any other activities.
- ▶ **Music** – We ask that all music played in the church building be appropriate in its contents and approved by Senior Pastor or administration. No music with profane or explicit lyrics will be permitted.
- ▶ **Entertainment** – No offensive or inappropriate entertainment will be permitted on church property. If in doubt regarding the appropriateness of your entertainment choice, please contact the Pastor.
- ▶ **Language** – No profanity will be allowed on church property.
- ▶ **Food & Beverages** – Food and beverages are **not** permitted in the sanctuary.
- ▶ **Lost or Stolen Items** – **New Life** is not responsible for articles lost or stolen while using the facilities and on church property.
- ▶ **Sound System** – If the **New Life** sanctuary sound system is to be used (for weddings or other events), a qualified sound technician **must** be provided by the church. A fee may be charged. This also applies to piano and any other musical instruments or equipment.
- ▶ **Supplies** – Renters are responsible to bring all needed supplies and items for their functions and will have no access to church closets and supplies unless previously discussed and authorized.
- ▶ The **Sanctuary** is a Christian worship space, and as such **no** removal or movement of fixtures or decorations is to occur without specific, prior church approval. Please ensure you have fully discussed and received permission for your particular needs.
- ▶ **Storage Space** – No storage space will be provided as part of the standard rental agreement.

**NOTE:** Wedding attire for the wedding party must be modest with moral decorum. Any questions, please contact the Pastor or administration.

### **Security Deposit**

A security deposit of \$100.00 will be charged for each rental. This deposit will be refunded provided the renter has left the meeting space in good condition. Leaving the church in good conditions includes removing all event materials & decorations, removing all personal belongings

and checking out with the custodian. Deposits will be returned within 30 days of the completion of the event based on the condition of the facility.

**Payment Terms**

50% of Rental Agreement fee is due upon signing the agreement. The remaining of the balance is to be paid a week prior to the function.

**Fee Waiver & Reduction**

Will be at the discretion of the Senior Pastor. The Senior Pastor has the authority to negotiate any fee for the use of the facilities and church property.

**Refund Schedule**

**New Life** will issue a 100% refund for cancelled reservation.

**Indemnification**

Renter shall indemnify, defend, and hold harmless **New Life Assembly of God**, its officers, employees, and agents from any and all losses, costs, expenses, claims, liabilities, actions, or damages, including liability for injuries to any person or persons or damage to property arising at any time during and / or arising out of or in any way connected with Renter’s use or occupancy of the facility and property, unless solely caused by the gross negligence or willful misconduct of **New Life Assembly of God**, its officers, employees, or agents.

**Fee Schedule**

<b>Rental</b>	<b>Details &amp; Description</b>	<b>Members</b>	<b>Affiliates &amp; Attendees</b>	<b>Non-Affiliates</b>
Sanctuary (rented per event)	Weddings & Memorial Services	\$0.00	\$100.00	\$300.00
Fellowship Hall	Wedding Reception, Birthdays, Graduation, Showers (Exceptions will be made by the discretion of the Senior Pastor)	\$0.00	\$100.00	\$200.00
Kitchen	Available for heating food. Use of utensils are available	\$0.00	\$50.00	\$100.00

**Facility & Property Use Agreement  
New Life Assembly of God  
292 Hays Road, East Greenbush, NY 12061**

**RENTER INFORMATION**

Contact name \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Address, City, State, Zip \_\_\_\_\_

**EVENT INFORMATION**

Description of event \_\_\_\_\_

Date of event \_\_\_\_\_ Estimated attendance \_\_\_\_\_

Starting time (incl. set up) \_\_\_\_\_ Ending time (incl. clean up) \_\_\_\_\_

**IMPORTANT – READ THE ABOVE POLICIES BEFORE SIGNING**

**I am an authorized agent of the organization submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.**

Signature \_\_\_\_\_

Printed name \_\_\_\_\_

Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

**[New Life Use Only]**

Rental fee \_\_\_\_\_ Deposit \_\_\_\_\_ Total paid \_\_\_\_\_

*Approved* \_\_\_\_\_ *Disapproved* \_\_\_\_\_  
*Date* \_\_\_\_\_  
*By* \_\_\_\_\_