

King of Peace Function and Room Rentals

Thank you for your interest in space rentals at King of Peace Metropolitan Community Church. We provide excellent services and facilities with dedicated caring staff and volunteers. The Function and Room Rental Agreement will help us accommodate your needs and streamline the rental process. King of Peace reserves the right to refuse service to organizations or individuals that hinder our vision and mission stated in our Guiding Document and Code of Conduct.

Room Rental Procedure

1. Call the Director of Administration to see if the room you want is available and confirm the rental rate.
2. Complete the Room Rental Agreement form.
3. Submit your completed form to King of Peace along with your rental fee at least three (3) weeks (15 working days) in advance. We accept credit cards (American Express, Discover, MasterCard, and Visa) or checks.
4. King of Peace then will schedule your event time (allowing for set-up and take-down).

Regular Operation and Rental Hours

Regular operation hours and regular room rental hours are Monday through Thursday, 9 am - 5 pm and Tuesday through Friday 6:30 - 9:30 pm, excluding holidays. All rentals outside regular hours require the organizer to pay for security staff to open and close the building and cover the front and/or back entrances.

General Rental Policies

- The organizer must receive all event deliveries. King of Peace (staff or volunteers) cannot be responsible for receiving or holding deliveries.
- All photos of King of Peace or use of the church name and/or logo in advertising or publicity materials must be approved by staff.
- Room rental rates are for the designated room use only and include use of tables, chairs, and kitchen facilities (if contracted). Kitchen appliances are commercial grade and are not to be operated by anyone under 18.
- Snacks and light beverages are allowed in rented rooms, however, meal service and potlucks must occur in the social hall. Please contact the Director of Administration if you plan to use our coffeepots or kitchen facilities.
- To avoid cleaning charges, rooms must be left in the same condition as before the event.
- Damage fees may include cost of repair, including labor, material, and staff time.
- Certain rentals must provide General Liability Insurance.
- Catering companies must sign a Waiver of Liability Form, present Proof of Insurance, and do not have access to the church kitchen.
- Recurring rentals need to add King of Peace MCC to their insurance.
- The Board of Directors will review special circumstances on a case-by-case basis.

- There shall not be any money exchanged during rental (bake sale, craft sale, admission, etc.), unless prior approval is given by King of Peace MCC.
- King of Peace may restrict room rentals during the week before Christmas, and the week before Easter.

Room Rental Rates

			(Religious or Non-profit use)	(Other functions)
Room No./Description	Capacity	Rental Time	Rental Rate	Rental Rate
Social Hall	175	1-4 hours <i>additional hrs.</i>	\$150 <i>\$30/hour</i>	\$200 <i>\$40/hour</i>
Sanctuary	475	1-2 hours <i>additional hrs.</i>	\$100 <i>\$30/hour</i>	\$200 <i>\$40/hour</i>
Combination, Sanctuary and Social Hall	475/175	1-4 hours <i>additional hrs.</i>	\$220 <i>\$45/hour</i>	\$375 <i>\$85/hour</i>
Meeting Room 328	30		\$25/hour	\$35/hour
Meeting Room 329	30		\$25/hour	\$35/hour
General Purpose 331	75		\$50/hour	\$65/hour
Board Room	12		\$25/hour	\$35/hour
Kitchen		Please call for information		
All rates subject to change without notice.				

Staffing Honorariums		
Clergy	Holy Union or Wedding	\$175
	Funeral or Memorial Service	\$100
Audio Staff		\$50
Video/PowerPoint Staff		\$50
Musician		\$65
Security/Door Staff	(2 hour minimum)	\$15/hour

Misc.

Rental of 2,000 lumen video/data projector and screen \$35/hour

For use in King of Peace building, only. A deposit of \$250 is required.

Room Usage Priorities

- 1st King of Peace MCC Events — programs produced by the church
- 2nd King of Peace Co-Sponsored Programs
- 3rd King of Peace Members — Weddings, Holy Unions, Reception, Groups
- 4th Other Non-Profit Events/Organizations
- 5th Individuals and For-Profit Organizations

Code of Conduct at King of Peace MCC

The King of Peace MCC maintains guidelines to ensure a well-run and pleasant environment for guests, volunteers and staff members. Below is a list of behaviors that detract from a dignified and respectful environment. Our Community will not tolerate these:

- Physical or verbal threats of any kind.
- Harassment of any person in any way.
- Sexually explicit language or obscene gestures.
- Racial, religious or ethnic slurs.
- Running, skating, rollerblading, skateboarding, bicycling, etc.
- Inappropriate and/or sexually explicit attire.
- No pets — other than companion trained dogs.
- Smoking indoors or closer than 10 feet from entrances.
- No use of fire
- Excessive use of scents.
- No use of amplified or disruptive sounds, unless authorized by King of Peace Staff.
- No sleeping on premises.
- No photography without expressed permission of individual(s) being photographed.

Any unlawful acts, including but not limited to:

- Defacing, damaging or destroying property.
- Possession, use or sale of illegal drugs, alcohol, weapons or contraband.
- Inebriation
- Solicitation
- Public disturbance
- Fighting
- Gambling
- Littering
- Loitering

King of Peace Function and Room Rental Application and Agreement

Applicant Information

Organization Name: _____

Contact: _____ Position/Title: _____

Phone: _____ Fax: _____

Email: _____

Address: _____

Event Planning

Rental date: _____ Requested Room(s) _____

Time(s): set-up start _____ event start _____ event end _____ cleanup end _____

Approximate no. of people to use the facility will be: _____

For the following non-profit activity: _____

1. Groups must complete building rental agreement and pay established fees at least 15 working days prior to reservation date.
2. A security deposit of \$ _____ will be required at time of application. This deposit will be returned in full (by mail, approx. 14 days following rental date), providing there are no damages or extra hourly charges. Deposit will be forfeited for excess hours or clean up.
3. Groups may be required to pay for extra security at a rate of \$ _____ per hour.
4. A 5-day notice must be given in case of cancellation for deposit refund (minus \$10 service charge.) Cancellation requests must be made in writing before deposit is refunded. A cancellation fee of \$20 may be applied to honorariums.
5. Room rental agreements for successive dates will be for a maximum of 6 months, at which time the agreement must be renewed. King of Peace reserves the right to terminate any rental agreement.
6. Room rental rates are for the use of the designated room only, and include use of tables, chairs, and kitchen facilities (if contracted). Kitchen appliances are commercial grade and are not to be operated by anyone under the age of 18. Lessee will not hold

King of Peace responsible in case of accident/injury as a result of improper use of appliances.

7. There shall not be any money exchanged during rental (bake sale, craft sale, admission, etc.), unless prior approval is given by King of Peace MCC.

8. The parties hereto by signing this Agreement, hereby acknowledge that they have read this Agreement and understand the terms and conditions herein stated and agree to abide by the same.

Individual/organization

Signed _____ date _____

King of Peace

Signed _____ date _____