

GATHERING AT NORTHERN HILLS BUILDING RENTAL CATEGORIES

The physical facilities of the Gathering at Northern Hills are available for rental when use of the facilities is in accordance with our purposes and when the user adheres to the guidelines set out in the Building Rental Agreement (hereafter known as the Contract).

Building rental categories recognized by the Church include:

One-Time or Multi-Use Rentals	
Member-Sponsored	Non-Member
<ul style="list-style-type: none"> • No charge for weddings, memorial services, and community service groups/events • 50% off rates for all other rentals 	<ul style="list-style-type: none"> • Generally no-charge for community service groups / events • Standard rates for other rentals.

BUILDING USAGE GUIDELINES

1. The Office Administrator serves as the point of contact for all building use arrangements. The Administrator shall determine whether a requested use is church-related or subject to rental status. Church activities are not rentals. All non-church activities must have a contract for a specific time period, and the contract must be renewed if the rental is to continue beyond that time period. Scheduling changes or requests for additional building use (for rehearsals, set-up or other needs) must be cleared through the Administrator before building use can take place. Administrator requests e-mail notice at least one week in advance of any change in plans.
2. The building is a non-smoking facility. No smoking or open flames are allowed inside the building, except a lighted chalice for church functions.
3. No alcohol is permitted on the premises, with the exception of beer and wine, unless cleared with the church Board of Trustees prior to the event.
4. No firearms are to be brought onto church property at any time, unless by a law enforcement officer.
5. The premises shall not be used in any fashion which, in the opinion of the Board or Administrator, will result in physical damage to the facility, furnishings, or grounds.
6. The person responsible for the program/rental agrees to leave all furnishings in good condition and return them to their regular arrangement immediately following each use. Areas are to be left in a clean state, with all leftover food and trash put in garbage cans. The sanctuary is to be set up in accordance with the attached sanctuary seating chart diagram.
7. The person responsible for the rental agrees to promptly notify the church staff of any issues that occur during use of premises, including damage to property or injury to persons.
8. Keys to the church building shall be issued by the Administrator to the person responsible for the program/rental for the duration of the program, and must be returned at the end of the program/rental. Keys to the building shall be issued only to church members and/or approved multi-use renters.

9. For one-time rentals, a building coordinator--designated by the Administrator--must be present on-site during the rental time.
10. Multi-use, whole-building renters will be required to provide proof of current and valid liability insurance prior to entering into the rental agreement.
11. Publicity for rentals may list the church as the location but should not make it appear that the church is a sponsor of the event.
12. Other specific conditions and guidelines for rentals will be specified in the rental contract.
13. Violation of terms of use in the guidelines or contract may result in termination of rental.

RENTAL RATES

One-Time Rental of Sanctuary for Non-Members

<i>Base rate (4 hours)</i>	<i>\$300</i>
<i>Hourly rate for less than 4 hours</i>	<i>\$100</i>
<i>For each additional hour over 4 hours</i>	<i>\$50</i>

One-Time Rental of Quimby Room for Non-Members

<i>Base rate (4 hours)</i>	<i>\$200</i>
<i>Hourly rate for less than 4 hours</i>	<i>\$100</i>
<i>For each additional hour over 4 hours</i>	<i>\$50</i>

Rental per Classroom

\$35/hour

Rate for Building Coordinator (arranged by Administrator for one-time, non-member rentals)

\$15 per hour for entire time of event

Security Deposits (for one-time rentals*)

Sanctuary: \$150

Quimby Room: \$50

Security deposit(s) *are over and above the rental fee, and* must be paid in full before facility can be reserved. Rental fees must be paid in full three weeks prior to the event. Security deposit(s) will be returned within thirty days after the event if there is no damage to the property.

****If proof of insurance is provided, no security deposit is required***

Approved April 9, 2013 by the Board of Trustees