

**RENTAL POLICY
&
PROCEDURES**

Levi C. Chavous Conference Center



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RIDGEWOOD MISSIONARY BAPTIST CHURCH

**RENTAL
AGREEMENT**

FACILITIES RESERVATION CONTRACT

This is a binding agreement between the renter and Levi C. Chavous Conference Center (LCCCC) to use this facility, which includes the Auditorium/Gym and Conference/Meeting Rooms). All requests can be submitted via email: **info@LCCCC.info** or by contacting our Office. The Event Coordinator will inform the requestor if the facility is available, and if so, arrange to have an authorized representative to receive deposits and execute with requestor a rental contract.

PLEASE ACKNOWLEDGE YOUR UNDERSTANDING AND AGREEMENT BY INITIALING EACH SECTION

Persons must be 21 years of age or older to rent the LCCCC. All events require adult (21 or older) supervision. _____(initials)

A security deposit is required, and must be paid when the reservation is made. All rental fees are due a minimum of ten (10) business days prior to the date of the event. If rental fees have not been paid ten (10) business days prior to the event, RMBC reserves the right to cancel your event and withhold the security deposit. _____(initials)

The person or organization representative to whom the rental contract is issued assumes all responsibility for use of the facility and will be the sole authority to make changes or submit additional information. That person or their delegate must be in attendance at all times during the event. Rental contracts are not transferable. The renter or their delegate will be required to participate in a **pre-inspection and post-inspection walk-through** with a designated RMBC representative and acknowledge agreement with the findings. **If the post-inspection observes damage to the property or is determined that the kitchen (if used) is not cleaned to satisfaction, the renter may forfeit a portion or all of the deposit.** _____(initials)

Vendor products must be approved by Center before setting up. _____(initials)

All facilities on the campus of Ridgewood Missionary Baptist Church are closed and vacated by 9:00 p.m. Requests to close and/or vacate later than 9:00 p.m. must be requested and approved in advance of the event. _____(initials)

In the event that an "Act of God" causes RMBC to cancel any activity and close the facility, RMBC will remit payments or reschedule the event. In the event, the renter chooses to cancel an event due to an "Act of God," but the facility was not closed by RMBC, RMBC will not remit payment. _____(initials)

If the event is cancelled at any time, other than the previous conditions, the security deposit is refunded as follows: more than 60 days before the event: 100% of deposit refunded; 30-59 days before the event: 75% of deposit refunded; 11-29 days before the event: 50% of deposit refunded, 10 days or less before the event: \$0 of deposit refunded. The Event Coordinator must be notified of any cancellation. **Deposits will be returned within 10 business days after the event.** _____(initials)

RMBC reserves the right to deny the return of the security deposit if the applicant is found to have infringed the terms and conditions governing the usage, abused the privileges or caused damage to the facility. The person or organization representative to whom the rental contract is issued is responsible to ensure that all who use a facility abide by the rules and regulations governing its usage. _____(initials)

DURING THE EVENT

- ✓ Smoking is prohibited inside any RMBC facility and on any of the surrounding grounds **No loud or secular music (contemporary jazz may be used)**. **If this restriction is violated, the deposit will be forfeited.**
- ✓ Decorations cannot be hung, taped, stapled or nailed from the windows, walls, ceilings or doors. Tables may be decorated.
- ✓ No confetti thrown on premises (rice, paper, birdseed, etc.) Banquet tables are rounds. Long tables must be requested.
- ✓ Doors cannot be propped open and a clear passage to and in front of the doors must remain at all times. Use of the kitchen: **NO COOKING!** Appliances are for warming and cooling.
- ✓ RMBC will furnish light, air conditioning, heat, and toiletry supplies. Trash containers and trash bags are provided. Rentals must bring own utensils (i.e. dish cloths, paper towels, etc).
- ✓ When reserving the Levi C. Chavous Conference Center Auditorium/Gym, only the Auditorium/Gym (to include the kitchen) is available to the Renter. Use of any of the conference/meeting rooms incur an additional fee.
- ✓ Requests for audio equipment must be requested in advance and incur a separate fee from facility rental.

AFTER THE EVENT

- ✓ Decorations, special preparations and personal property owned or rented must be out of the building before the expiration of the permitted reservation time. User is responsible for cleaning up spills and debris in the kitchen area.
- ✓ The renter or their delegate must participate in a post-inspections walk-through of the facility with the building attendant and acknowledge agreement with the findings.
- ✓ RMBC has the right to assign staff members to enter and supervise the facility during the event. The renter is responsible for any and all damages to RMBC equipment or property.

PRE/POST INSPECTIONS

PRE-INSPECTION

Yes No

- Cleaning is satisfactory:
Counters (if not, explain) _____
Refrigerator (if not, explain) _____
Sinks/Stove (if not, explain) _____
Kitchen/Auditorium Floor (if not, explain) _____
Bathrooms (if not, explain) _____
- Additional cleaning is required (describe) _____

POST INSPECTION

- **Kitchen/Food Prep Area (Do's/Don'ts)**
 - ✓ Wipe counter tops, cabinet doors, sinks, and sink fixtures with mild soap and water.
 - ✓ Clean inside and out of the microwaves and the stovetop/oven using mild soap and water.
 - ✓ Remove all your items from refrigerator and freezer, wipe clean.
 - ✓ **DO NOT** put food down in the sink drains.
 - ✓ **DO NOT** pour grease down the sink drains.
 - ✓ **DO NOT** use commercial drain products.

Yes No

- Cleaning is satisfactory:
Counters (if not, explain) _____
Refrigerator (if not, explain) _____
Sinks/Stove (if not, explain) _____
Kitchen/Auditorium Floor (if not, explain) _____
Bathrooms (if not, explain) _____
All decorations/signs (inside & outside) have been removed (if not, explain) _____
All personal items removed (if not, explain) _____
- Additional cleaning is required (describe) _____

- Damage inside/outside facility _____

Representative (printed name)

Date

Signature

Staff Member

Date

Room Rentals

Please check room(s) requested and length of time (each room is a minimum of 2-hr. blocks, except Auditorium/Gym – 4 hr. minimum block). **Facility usage after the initial 15 minutes' grace time will result in additional hourly charges of \$50 per room per hour.**

Facility		Non-Member Rate	Hrs. Requested	COST
(e.g. Green Room)	√	\$75.00/hr.	2 hrs.	\$150.00
Entire Facility (Auditorium & 3 Meeting Rooms)		\$275.00/hr.		
Auditorium 100' x 66' = 6,600 Sq. Ft. with an elevated stage of 630 Sq. Ft. (4-hour block to include set-up); \$50.00 each additional hour. (\$175 Security Deposit).		\$125.00/hr.		
LC Chavous Room (Green Room) 42' x 6" x 20' - 6" (871) Sq. Ft. - (2-hour minimum block to include set-up). (\$150 Security Deposit).		\$75.00/hr.		
Conference Room A (Orange Room) 30' x 20' - 6" (615) Sq. Ft. (2-hour minimum block to include set-up); (\$100 Security Deposit).		\$50.00/hr.		
Conference Room B (Beige Room) 20' - 6" x 20' - 6" (420) Sq. Ft. (2-hour minimum block to include set-up); (\$100 Security Deposit).		\$50.00/hr.		
Conference Room C (Mint Green) 20' - 6" x 16' - 6" (338) Sq. Ft. (2-hour minimum block to include set-up); (\$100 Security Deposit).		\$50.00/hr.		
Conference Room D (Gray Room) 20' - 6" x 20' - 6" (420) Sq. Ft. (2-hour minimum block to include set-up); (\$100 Security Deposit).		\$50.00/hr.		
Conference Room E (Beige Room) 20' - 6" x 20' - 6" (420) Sq. Ft. (2-hour minimum block to include set-up); (\$100 Security Deposit).		\$50.00/hr.		
Kitchen (Fully functional kitchen. Includes industrial stove/oven, commercial refrigerator, warming trays and plenty of counter space).		(n/c)		
Audio-Visual Equipment (Projector/Screen)		\$75.00 (4-hr. block)		
Security (We also offer uniform security)		\$25.00/hr.		
ESTIMATED TOTAL				

FOR MEMBERS ONLY: 50% OFF GYM AND 25% OFF CLASSROOM RENTAL SPACE

AUDIO-VISUAL: FREE

Supply Rentals

Item	Rental Price	Quantity	Total Cost
(e.g. Tablecloth (black))	\$7.00	20	\$140.00
LINEN			
Tablecloth (varied colors)	\$7.00		
Chair Covers (varied colors)	\$1.25		
Sash (varied colors)	\$1.00		
Napkins (varied colors)	\$.25		
DINNERWARE (Round/Square)			
Dinner Plate 10" (clear/white/ivory)	\$.30		
Salad/Luncheon Plate 7" (clear/white/ivory)	\$.25		
Dessert Plate 6" (clear/white/ivory)	\$.25		
Chargers	\$.65		
Soup Bowls	\$.25		
Coffee Cups & Saucers	\$.50		
Creamers & Sugars (1 set)	\$1.50		
FLATWARE (Silver/Gold Settings)			
Dinner Fork	\$.25		
Salad/Dessert Forks	\$.25		
Dinner Knives	\$.25		
Steak Knives	\$.30		
Teaspoons	\$.25		
Soup Spoons	\$.25		
GLASSWARE/OTHER ITEMS			
Champagne Glass	\$.30		
Wine/Water/Tea Glass	\$.30		
Water/Beverage Pitcher/Juice Carafe	\$1.10		
Salt & Pepper Shakers (Glass pre-filled)	\$.60		
Silver Wire Bread Basket	\$.40		
Reserved Sign Holder (for numbered or themed seating)	\$.20		
Chafing Dishes			
2 qt. dish	\$12.00		
8 qt. dish	\$25.00		
PIPING DRAPING (black/white available)			
	\$20.00 per panel		
Ceiling Panel Drape (With Lights) (8 Panels)	\$400.00		
Ceiling Panel Drape (Without Lights) (8 Panels)	\$320.00		
Ceiling Centerpiece	\$250.00		
Stage Backdrop (Free Sheer Included)	\$100.00		
3 ft. Stage Drape Bottom Front	\$ 50.00		
Table Overlay (Check for Color Availability)	\$ 2.00		
DMX Lights (Stage Lighting-Color Changing)	Call for Pricing		
TOTAL PANEL DRAPING PACKAGE			
Non-Members (Top & Bottom Panels, Stage Backdrop, Ceiling Drapes (Free With Lights)	\$2,000.00		
Members (same package as above)	\$1,000.00		
Ministries (same package as above)	\$ 500.00		
WEDDING ITEMS (please ask for availability/price list)			
TOTAL COST			

MEMBERS/AUXILIARIES ONLY: 25-50% OFF RENTAL SUPPLIES (INCLUDES WEDDING ITEMS)

TABLE CLOTHS \$5.00

MEMBERS PIPING DRAPING (\$10.00/PANEL) OR TOTAL PACKAGE \$1,000.00

MINISTRIES (SPONSORED EVENTS OF 100+) \$5.00/PANEL OR TOTAL PACKAGE \$500.00

RIDGEWOOD MISSIONARY BAPTIST CHURCH
FACILITIES RESERVATION AGREEMENT

Name of User/Organization: _____

Address of User/Organization: _____

City: _____ **State:** _____ **Zip Code:** _____

Type of Event/Meeting: _____

Reservation Date: _____

Time of Reserved Event: _____ (Start Time) _____ (End Time)

Set-up Date: _____

Set-up Time: _____ (Start Time) _____ (End Time)

Set-up Description (i.e. tables, chairs): _____

Audio/Technology Requests (i.e. microphone, projector, etc.): _____

Number of Attendees (approximate): _____

Contact Person: _____

Home Phone: _____ **Cell:** _____ **Work:** _____

Email Address of Contact Person: _____

If Non-Profit, Tax Exempt Number: _____

Facility Rented: _____

Facility Rental Amount: _____

The individual signing this Agreement on behalf of the group/organization or event assumes full responsibility and liability for the event. The individual signing this Agreement on behalf of the group/organization or event agrees and concurs with all the terms in the Facilities Reservation Agreement.

A Deposit of \$ _____ is due at time of booking. The balance is due 10 days before event. Failure to pay will result in cancellation of the event.

(Organization Representative Printed Name)

Signature

Date

(Church Representative Printed Name)

Church Representative Signature

Date

Deposit Received: \$ _____ Date: _____
<input type="checkbox"/> Cash <input type="checkbox"/> Check (Check No. _____)
Balance Remaining: \$ _____
Balance Due Date: _____ (10 business days before event)

A signed copy of this contract will be returned to you when deposit is received confirming your reservation.