

SAXE GOTHA PRESBYTERIAN CHURCH

Facilities Reservation and Rental Agreement Form

Instructions

1. Complete page 1-2 (all fields required)
 2. Do not sign or mark page three until pricing is complete and it has been signed by Ray Renner and returned for your signature.
 3. Return pages 1-3 to Saxe Gotha Presbyterian Church attention Ray Renner. Mail to 5503 Sunset Blvd., Lexington, SC 29072; email to renner@saxegotha.org; or fax to 803.957.2174.
 4. Processing & pricing takes 2-3 days from the day received at church.
 5. After receiving contract signed by Ray Renner, please complete the bottom section of page three and return to the church with complete payment if under \$100. Otherwise 20% of total payment is due. Pay schedule will be on page three of contract.
 6. The day the contract is sent back to you for your completion and signature on page three, we will put a reservation hold on your room(s). If we do not receive the contract and payment back within two weeks, or 48 hours of the event; whichever comes first, the event will be removed from our reservation system.
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Organization/Business Name _____ today's date _____

Primary Business Activity/Industry _____

Contact Person _____ Job Title _____

Day Phone _____ Evening Phone _____ Mobile Phone _____

Email _____ Email2 _____

Contact Person2 _____ Job Title _____

Day Phone _____ Evening Phone _____ Mobile Phone _____

Email _____ Email2 _____

Event Name _____ # of people anticipated _____

Event Date(s) & start/finish time(s) _____

Event description, purpose, activities, etc.

1. How many tables and chairs do you need?

2. Do you need a podium?
 3. What is your preference on how tables and chairs are set up? Give a description or provide a diagram.
 4. How soon in advance of the event does the room/area need to be set up?
 5. Do you need a TV/DVD/VCR?
 6. Please list any other AV needs (see fee schedule for cost of AV):
 7. Are you non-profit? Yes No
- *If yes, please provide a copy of your State of South Carolina Certificate of Existence & EIN
8. What is the company's complete purpose or mission statement?
 9. Does your company supply a service or a product? Please describe.
 10. Please provide a list of services or products and include retail price if applicable. You may use supplemental literature to answer.
 11. Will you be requesting to sell any products while on our campus? If yes, how will the money be utilized?

FACILITIES FEE SCHEDULE FOR OUTSIDE GROUPS AND INDIVIDUALS

Usage Fees:

Minimum charge of four hours per day used

Maximum charge of eight hours per day used

For-profit organizations & non-church member rate

Class Room \$30 per hour

Room 151 \$30 per hour

Auditorium \$70 per hour

Atrium/ YC kitchen \$50 per hour

Gym \$60 per hour

Fellowship Hall \$40 per hour

Multi-room Maximum: The maximum amount charged for multi-room use is \$300 per hour.

Non-profit organizations & church members will receive a 40% discount for non-profit activities

Class Room \$18 per hour

Room 151 \$18 per hour

Auditorium \$42 per hour

Atrium/ YC kitchen \$30 per hour

Gym \$36 per hour

Fellowship Hall \$24 per hour

Multi-room Maximum: The maximum amount charged for multi-room use is \$180 per hour.

Exceptions:

- AAU and other approved teams may receive gym practice time at a rate of \$25 for 90 minutes
- Organizations that have regular meetings may be charged for actual time use without the normal minimum charge of four (4) hours. IE, if you meet one hour a month in a class room as a non-profit group, you would owe \$18 per month.

Janitorial/Maintenance Fees: \$20 per manpower hour.

Audio/Visual Personnel Fees: \$25 per hour (dependent on availability of our A/V person)

Audio/Visual Equipment Fees:

- Computer: \$50 per day
- Microphone: \$20 per day (per mic)
- Wireless Microphone: \$50 per day (per mic)
- LCD: \$150 per day

Food Service: NOT AVAILABLE

Excessive Fees: Events that have excessive wear and tear such as bringing in heavy equipment will incur an additional charge

Payment

Reservations of \$100 or less or due immediately, otherwise:

- 20% of the fee is due immediately to hold the space
- 50% of the fee is due 30 days prior to an event
- 100% of the fee is due 7 days prior to the event

Cancellation

- Events not cancelled within seven days of the event will forfeit 50% of fee total (the amount already paid)
- Events cancelled seven days or more in advance will receive a refund of the amount paid less a \$50 administration fee.

SAXE GOTHA PRESBYTERIAN CHURCH GUIDELINES FOR USE OF FACILITIES

Saxe Gotha Presbyterian Church (SGPC) facilities are available for use by the activities sponsored by approved ministries of the church. When not in conflict with ministry or other approved bookings, the SGPC facility may be used by the membership, other individuals, and groups or organizations not part of SGPC. All below guidelines, the reservation guidelines, and corresponding fee schedule will apply.

- The facilities are available for appropriate Christian-oriented activities. Use of facilities must be reserved in advance and any fees for use must be paid in advance. Please refer to the facility reservation guidelines and fee schedule.
- Fund-raising events must be approved in advance by the Session. Questions concerning the appropriateness of the proposed use of SGPC facilities by an individual or group will be determined in advance by an ordained staff member or referred to the Session for decision.
- Priority for reserving facilities will be given to SGPC activities and any previously reserved usage may be preempted by direction of an ordained staff member with due notification to the individual who made the reservation.
- Church supplies, material, furniture, fixtures, music, sound system or other equipment, room set-up, decorations, food service arrangements, custodial or other personnel needs required by the activity must be specified in advance on the reservation form and other required request forms. Please refer to the fee schedule for fees that may apply.
- Discipline, respect, and protection of church property will be expected from all groups, and all persons will be expected to conduct themselves in keeping with conduct expected within the Lord's house.
- No smoking and no alcoholic beverages or drugs will be permitted at any time in any area of SGPC facilities.
- Facilities used must be left in the set-up specified by SGPC, as well as organized and in a state of cleanliness.
- No tape, nails, tacks, screws, staples, or other devices may be used on any wall, molding, door, window or other structure or furniture. User groups are responsible to pay for loss or damage caused by them to SGPC property.
- All children and youth using the SGPC facilities must be under direct supervision of adults. Arrangements must be made in advance for nursery or other childcare needs.
- Any group or organization not a part of SGPC must furnish a statement of purpose and a copy of adequate liability insurance coverage showing SGPC as an additional insured party during the use of SGPC facilities to include any arrangements made for nursery or childcare needs. In this liability agreement, the group or organization must state that it releases, indemnifies, and holds harmless SGPC from any and all claims arising from any action or non-action of the group or organization including claims for negligence. Such claims, indemnification, and hold-harmless action shall extend to the payment of SGPC attorney's fees to any legal action, including, but not limited to settlement negotiations.
- SGPC assumes no liability for items lost, misplaced, broken, or stolen.
- Groups shall be responsible for loss or damage caused by them to church property.
- Certain groups such as Girl Scouts and Brownies, Boy Scouts and Cub Scouts, Campfire Girls, YMCA classes, High School Fellowships, Alcoholics Anonymous, and a few other groups, have regularly scheduled meetings and use the church facilities over a long period of time. It is recommended that these groups be permitted to continue as in the past.