

Facilities Rental/Usage Policies & Agreement

It is the vision of Rhea's Mill Baptist Church (RMBC) to positively impact the lives of people in the community by providing services that exemplify Christ-like ethics and qualities. We see the facility as an outreach tool that should be readily available to our ministries, members, and community. The members of Rhea's Mill Baptist have generously contributed time and resources to build and maintain our facility. Any policies and procedures we have in place are to ensure that this facility will remain in excellent condition for many years of service.

Event & Group Eligibility

Groups eligible to rent Facilities:

Rhea's Mill Ministry Events: Ministry leaders are responsible to schedule events by contacting the church office. Policies are in place to prevent overbooking which would hamper ministerial efforts, however, once the calendar year has begun, reservations are scheduled on a "first come, first served" basis.

In-house Rentals: In-house rentals include church member events or nonprofit events in which members participate. In-house rentals include but are not limited to weddings, baby and wedding showers, anniversary celebrations, and non-profit Christian organization sponsored events.

Outside Rental: Outside rentals include nonprofit organizations, conferences, group meetings or other events unrelated to RMBC. These groups may rent the facilities provided the group's purpose and activities are consistent with the church's beliefs and ethics and the activities at the event are not-for-profit in nature. These events are subject to approval.

Groups ineligible to rent Facilities:

Rhea's Mill Baptist facilities are not available for use for:

- Profit-driven activities or events
- Groups engaging in partisan political campaigns
- Other groups that conflict with the RMBC's mission, beliefs and ethics.

General Procedures

After Hour Rentals

Rental times outside of normal church hours will require additional staffing by facilities and additional charges may incur.

Capacity

Rental Users must abide by the capacity codes for the church. Users will not sell or distribute tickets, passes or registration badges in excess of the capacity of the Facility.

Child care facilities

The child care facilities are not available for rental use. Only authorized staff may use and operate the childcare facilities.

Decoration

Decorations are defined as any material placed on facility surfaces that were not included in the original building design. Acceptable adhesive for decorations on coated surfaces will include: masking tape, scotch tape, and poster putty. Tape should not be used on varnished wood, painted surfaces or other items that may damage the finished surface. Duct tape is not allowed.

Posting signs or posters must be approved through the RMBC staff and must be removed immediately after the event.

Only Dry-Erase markers, washable markers, non-permanent pens and crayons are acceptable for use in the facility. No painting, application of vinyl to walls or structures, or otherwise altering the facade of any part of the building, or item contained within the building, is permitted.

Discounts

Discounts available for RMBC members is 50%. (*Discounts do not apply to labor/custodial fees.*)

Deposit

To reserve the facility, a \$250.00 fee is required at the time of reservation. Deposit requirement may be reduced in special situations if approved by RMBC staff.

Equipment Usage & Rental

Basic room equipment: All church assets and equipment are to remain on the church property. All indoor assets and equipment will remain in the building. Approval may be obtained for use of indoor assets and equipment on the grounds through the church office.

Any alternative equipment needs outside of the standard equipment available for each room will require special approval and additional fees may be incurred.

Technical Equipment: An experienced RMBC operator must operate all audio and visual equipment for events. Outside operators are not allowed to use or attach equipment to

our system. Specialist AV/Tech support can be reserved hourly as needed if arranged through the facility manager.

Sports Equipment: Sports equipment must be provided by User. Use of sports equipment is restricted to the gym or on designated play areas on the campus.

Only appropriate footwear and sports equipment will be allowed on the gym floor to prevent damage. Acceptable balls in the gym will include: basketballs, dodgeballs, footballs, volleyballs, and Nerf balls. Prohibited balls will include: baseballs, golf balls, softball, soccer balls, or other equipment that would harm the floor, players, or lighting.

Fees

See below financial policies. Rates are charged hourly and can be broken down to the nearest half-hour. Pricing is subject to change at the discretion of RMBC staff.

Force Majeure

In the event of a fire, natural disaster, local or national emergency or other matters outside the control of Rhea's Mill Baptist Church that causes a substantial delay, rescheduling or cancellation, RMBC will be released from the rental agreement. Renter/User hereby waives any claims for damages or compensation for such delay or failure to perform the agreement other than the return of any monies due to the Rental User for deposits.

Guests

The conduct of all persons attending programs or events will be respectful of RMBC's property and facilities. Guests and activities are restricted to the rental area(s).

Children in attendance must either be under the supervision and control of a parent or an authorized adult (18 years of age or older) at all times and are not permitted to roam freely on church property. Groups of children, ages 12 and under, must be under the supervision of one adult for every 15 children. Children, ages 13 and over, must be under the supervision of one adult for every 30 children.

Rhea's Mill Baptist Church will make every possible effort to protect personal items; however, the church will not be responsible for items that are lost, stolen or damaged. Do not leave valuables unattended. Rental Users are responsible and assume liability for any personal injuries or damages to the facility and/or equipment.

Rental Users must be respectful of others in the building and stay in the designated event area.

Indoor Playground

Rental will be for 3 hour blocks of time to include the indoor playground in Children's wing and access to restrooms in main building.

No food/drinks are allowed in the indoor playground area. Adult supervision is required at all times. Reservation of the facility is subject to availability. Church activities (Wednesdays, Sundays, and events) preclude reservations during church use. All posted rules displayed in the facility will be followed and adhered to.

Insurance and liability

Renters are liable for any damage, accidents and/or injuries caused by or during the event. Large events may be required to provide proof of adequate insurance coverage before the rental agreement can be completed. Rhea's Mill Baptist Church is not financially responsible for any incident at an event hosted by a Facilities Renter/User.

Kitchen Use and Food Policies

The kitchen facility at RMBC is available to Rental Users but they must leave the kitchen in the same clean condition as found. Outside caterers may be used to cater events, but cannot use the kitchen for food preparation, staging, or clean up.

The serving of food and beverage is allowed in the Fellowship Hall only. Serving food and/or beverages with the propensity to stain, such as red or purple liquids, are prohibited.

Lost & Found

Items remaining after an event will be held for an appropriate waiting period. If the items are not picked up in a timely manner, the items may be discarded or given to charity. Large items that require excessive storage space may be disposed of sooner.

Outside Officiating Pastors for Weddings or Funerals

We welcome ordained pastors from other churches and denominations of the Christian faith to officiate at events taking place at RMBC.

Outside Media, Music and Materials Approval

All music, media, materials and presentations must be provided to the church staff for review. Materials found to conflict with the ethic, beliefs and general philosophy of RMBC will be prohibited.

Any flier, public announcement or other marketing tools for an event held at RMBC must have prior approval by the church staff.

Reservations

All room rentals and events requiring use of RMBC facilities or grounds must be scheduled through the church office. All details including date, time, equipment, room(s), and special needs must be specified before the agreement is signed. Activities and programs are limited to the space that is assigned.

All scheduled dates will be of a temporary nature until all necessary forms and fees are received and signed. If the fees and forms are not received in a timely manner, the reservation may be changed or canceled.

Rhea's Mill Baptist is first and foremost about ministry. We wish to give our ministries adequate time and opportunity to schedule the facility as needed. Advance reservations for the future budget year will not be allowed without special approval by the RMBC staff.

After the church calendar has been set for the year, events are on a "first come, first serve basis".

Time allotments for the room will include 30 minutes set up and 30 minutes take down of equipment and decorations in the quoted price. If time is exceeded, further charges may incur.

Events will never preempt Worship Services.

Responsible party

Every rental event must have one appointed person as a responsible party. This person will act as a contact and will be responsible for signing the contract, enforcing the contract guidelines by providing supervision at the event and will assume liability for personal injuries, damage to personal property, damage to facilities or equipment and additional maintenance or clean up costs. The Renter User will restore the facilities or equipment to pre-rental condition of the event. This person must be present at the event.

Restrictions

Smoking, illegal substances and alcoholic beverages are prohibited on the grounds or in the building.

Apparel or behavior that is inappropriate and in conflict with the RMBC's beliefs and ethics will not be permitted.

Animals are not allowed in the building or on the grounds with exception to documented service animals and "seeing-eye" dogs. Church sponsored ministries using animals at an event must have prior approval. Animals must be under constant supervision. Owner is financially liable for damages to the facility as a result of the animal(s).

Renters will not be permitted to order and deliver items to Rhea's Mill Baptist Church. RMBC staff will not be responsible for or be permitted to sign for any event related items.

Returned Payments

There will be a service fee of \$25 for returned payments. In the event of a declined payment, all previous agreements and reservations may be considered null and void. Cancellation fees may be recovered.

Set-up, Cleaning and Maintenance of the facility

All Rental Users are expected to leave the building reasonably clean and remove all items associated with their activities immediately following the event.

Prompt reporting of damages due to the event to the church office is required.

All trash will be placed in lined containers only. Drinks and other fluids will be disposed of in sinks and never in water fountains or trash receptacles.

Artificial and live plants are not to be moved from their original locations. Rearranging furniture or objects that are not rental furniture must be pre-approved.

ALL room set up requests must be finalized one week before the event.

Special Accommodations

Reasonable accommodation requests need to be sent to the RMBC office in written form immediately upon scheduling an event. The church staff will require adequate time to adhere to the request before the event.

Storage

Due to limited storage space at RMBC, the Rental User must contact the church office to make prior arrangements for storage space. Storage space is on a "first come, first serve basis" and can only be stored one day prior to the event. Materials stored without permission may be discarded, placed in the lost and found or given to charity.

Temperature Control

Room heating and air-conditioning are controlled by thermostats and are adjusted by RMBC staff or a person assigned by staff. If adjustments are needed, contact church office

Weddings

The wedding party must use an aisle runner if real flower petals are to be dropped during the service. Artificial petals must be picked up after the service by the wedding party.

During the exit of the bride and groom, items approved to dispense are bird seed and bubbles. Confetti or pop bottles with confetti type materials are prohibited.

Safety, Security and Fire Prevention

Safety

Dial 911 immediately in case of an accident, smoke, fire, serious illness or injury, crime in progress.

Report all issues, such as missing or stolen equipment, suspicious persons, unusual activities, or safety hazards, to the church staff immediately.

All exits must remain clear of all objects at all times.

Security

For large events and conferences, Rental User must provide security and possible traffic control at user's expense.

Rental Users will enter and exit through main entrances only.

The Administrative offices and work rooms are considered restricted areas to events.

Fire Prevention

Candles, smoke generators, sterno material, pyro-technical devices or other fire hazard materials must be pre-approved for use through the RMBC staff. Only non-drip candles are approved for use and must be in an appropriate holder to prevent contact with people or from tipping over. Bonfires or any open fires are prohibited on the campus. No flammable substances are to be stored in the facility. Report all potential fire hazards to the church staff immediately.

FACILITIES RENTAL/USAGE FINANCIAL POLICIES

Members of Rhea’s Mill are eligible for a 50% discount on facilities rental fees (excluding cleaning & services) to honor their tithing, giving, & serving within Rhea’s Mill.

AREA	COST
Worship Center	\$400
Worship Center Tech Fee	\$50/hr
Indoor Playground (3hrs)	\$400
Fellowship Hall (One-Time Event)	\$150
Fellowship Hall (Recurring Event)	\$50
Gym (per hour)	\$80
Gym (public meeting/event)	\$500
Individual Classrooms	\$50
Custodial Fee (applied conditionally)*	\$75 (minimum)
General Use Deposit**	\$250

Facility usage fees are standard and are applied consistently. The facility manager reserves the right to apply limited acceptations/adjustments as needed.

* Some events may necessitate additional cleaning by custodial staff and will incur additional charges related to that cleaning. These charges will be negotiated up front and set when the facility is booked.

**A deposit of \$250.00 will be required for the use of the facility. It will be held on file and returned after the period of use is complete. In the event of damage during the rental, the amount of refund will reflect a subtraction of repair costs. Renter assumes responsibility to compensate the church for repair costs that exceed the deposit.

Reservation and Payment policy: the rental agreement, deposit and first month's rent (for recurring rentals) is due before first date of use. Subsequent months payments are due at the beginning of the month of use.

Cancellation is required 2 weeks prior to date of use. If no written notice of cancellation is received, usage will be billed. Renter will be invoiced the week before the beginning of subsequent month.

FACILITIES USAGE/RENTAL AGREEMENT TERMS:

1. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using Rhea's Mill facilities.
2. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of Rhea's Mill, which is a biblically-based religious institution.
3. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement, or posted/displayed in the facilities.
4. Insurance acknowledgement & compliance-

Organizational Users:

User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

Individual Users:

User promises and warrants that User will obtain signed Activity Participation Agreements (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each Activity Participation Agreement.

5. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise to the extent authorized by Texas law.
6. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits, all equipment, furniture, appliances, decorations, fixtures, and any other associated property within the facility.
7. User agrees to report, and pay for, any equipment or property damage incurred during User's rental/usage period.
8. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

9. User is responsible for maintaining the security of the building, and monitoring the occupancy of the building. This includes closing all doors and turning out all lights and limiting occupancy to restrooms and area(s) rented.
10. Special arrangements must be made in advance if the Church facilities are used on Saturday after it has been cleaned for Sunday Church services, additional custodial fees may apply.
11. The Rhea's Mill name is not to be used as an endorsement. Rhea's Mill is acting only as a host facility, and User agrees not to imply, state, or allude to Rhea's Mill approving, endorsing, promoting, or hosting User's event in any way, explicitly or implicitly.
12. Groups using the Church must have references, or be known, or be sponsored by a member of the Church.
13. Rhea's Mill is a smoke & alcohol free facility. Absolutely no smoking is permitted on campus. No alcoholic beverages are to be stored or consumed on the campus.
14. Concessions and food sales are not permitted, and User agrees to abide by this policy unless otherwise arranged with facilities manager.
15. This agreement may be canceled unilaterally by either party with 14 days written notice to the other party. Rhea's Mill may deny rental, rescind or modify any part of current rental agreement, at any time, at their discretion. User agrees to only reserve facilities through the facilities manager.
16. Rhea's Mill programming takes precedence over others using/renting the facility. In the event that Owner must cancel this agreement, User will be entitled to any deposit & reservation cost User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if Owner has been advised of the possibility of such damages.
17. User's facility use/rental/reservation is only valid and acknowledged after payment & deposit are received by Rhea's Mill.
18. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
19. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
20. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

FACILITIES RENTAL/USAGE AGREEMENT

if you are booking your facilities rental on our website you will automatically be prompted to agree to these terms and conditions & will not need to complete a paper copy of this form

I have read the above policies and terms, and by signing below I agree and commit to abide by the Facilities Rental/Usage Policies as stated in this document:

Name of Renter: _____

Mobile Phone: _____

Email: _____

Mailing Address:

STREET: _____

CITY: _____ STATE: _____ ZIP: _____

Please list the start and end dates/times of your facility rental:

START: _____ END: _____

Is this a recurring reservation?

- yes
- no

If so, please list when/how often this will occur: _____

Please describe why & how you will be using Rhea's Mill facilities: