

# Facility Information and Agreements



**Redeemer Lutheran**  
Building a Community-Based Church



Facility Usage Policies  
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Hold Harmless Agreement

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Redeemer Lutheran Church  
9400 Redbridge Road  
North Chesterfield, VA 23236  
[www.RedeemerRIC.org](http://www.RedeemerRIC.org)

## Facility Usage Policies

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All persons and groups who use the property and/or the buildings thereon commonly known as 9400 Redbridge Road located in Richmond, Virginia (the "Property") are responsible for the following:

1. Children must be supervised at all times by a responsible adult. Children who accompany adults to meetings or events must remain with the adult at all times. Under no circumstance should a child be unaccompanied in the hallways or outdoors while parents are participating in a meeting or event. **USE OF PLAYGROUNDS AFTER SCHOOL HOURS IS PROHIBITED. THE PLAYGROUND IS NOT A RESERVABLE SPACE.**
2. Leaving the Property orderly and clean. All surfaces (floor and counters) must be cleaned and free of food scraps and spills. Dry-erase or black boards must be wiped. Disposable cleaning wipes, paper towels, liquid soap, and a broom/dust pan are available in the kitchen for your use. If supplies are not available, please notify Lindsey Douglas at [events@redeemerric.org](mailto:events@redeemerric.org).
3. Meeting rooms are furnished to allow optimal use for our guests and are designed to meet maximum occupancy requirements. Use only the furniture in your reserved meeting room. Do not take furniture from other meeting rooms.
4. Tables and chairs rearranged by the group are to be put back in the original arrangement.
5. Notify Redeemer of any damages or any spills that occurred while using the facility or if you find your meeting room in poor condition.
6. If a meeting room is left in poor condition, occupants will be contacted and may be charged a cleaning fee at the discretion of Redeemer.
7. For your safety, obey the occupancy numbers posted in each meeting room.
8. Limit your event to your reservation timeframe and assigned meeting room.
9. Smoking is not permitted. If you smoke outside, please dispose of cigarette butts in proper receptacles.
10. Remove all items you bring in the facility (including food, condiments, decorations, personal items, etc.) at the end of your event. Any items left behind will be donated to charity or thrown away. You may be charged a cleaning fee if items are left in excess.

## Additional Information

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### **Alcohol**

Liquor Liability Insurance certification and ABC License is required for guests planning to serve alcohol. Facility guests will not be able to serve alcohol until proof of insurance coverage and ABC license have been received and approved by our staff. Additionally, any bartender on duty must provide proof of insurance.

Obtaining insurance and ABC license is the sole responsibility of the facility guests. Redeemer does not carry a license for event guests. Redeemer must be provided a copy of such insurance no later than fifteen (15) days before the scheduled event and such insurance policy must list Redeemer as an additional insured.

Guests can request a one-day ABC license for events via Alcoholic Beverage Control at <https://www.abc.virginia.gov/licenses/get-a-license>.

### **RLC ALCOHOL USE POLICY**

Under ALL circumstances:

- **Last call will be one hour before the confirmed end time.**
- All applicable federal, state, and local laws are to be obeyed. Under no circumstances may minors consume, sell, or distribute alcoholic beverages.
- No admission fee may be charged for events where any alcoholic beverages are served.
- Distributing alcoholic beverages to those who are intoxicated is prohibited.
- Alcoholic beverages and food containing alcohol must be clearly labeled as such.
- Adults are prohibited from the use, possession, distribution, or being under the influence of alcohol, illegal drugs, or the misuse of legal drugs while participating in or assisting with programs or activities for children or youth.
- Responsible adults are to be in control of the serving of alcoholic beverages.
- Drunkenness is inappropriate and unacceptable at church events.
- Alcoholic beverages stored on church premises are to be kept in secure storage, so that they are not accessible to unsupervised minors.
- Alcoholic beverages are not to be consumed by adults who accompany minors off church property.
- Intoxicated individuals are never to drive themselves from the church; arrangements for alternative transportation are to be made.
- Whenever alcohol is served, non-alcoholic alternatives must always be provided with equal attractiveness, accessibility, and quantity. Food must be provided whenever alcohol is available.

## **Decorations**

Decorations may be desired to help with the theme of events; however, certain restrictions apply. Your decorating plans should be shared at the time of booking, and the staff will assist you with attaining your decorating needs. Nails, screws, staples and pushpins are not to be used. Painter's tape, two-way tape and removable adhesive hooks are acceptable, though guests will be responsible for any damage they cause. Items may NOT be hung from the stage curtains or curtain hardware. Only painter's tape is compatible with the floor material, all other adhesives will cause damage to the floor's finish. Please remove all equipment and decorations that you bring to the site.

## **Emergency Contact**

In the event a situation arises in which the safety of event attendees or the Redeemer facility is jeopardized, please call 911. When possible and safety is restored, please contact Lindsey Douglas (events@redeemerric.org).

## **Facility Access**

In some cases you may be assigned a code for entry to the building. Please handle this code with care. Any access granted under this code will be your responsibility. The code expires 24 hours after your event.

## **Foodservice/Kitchen Policy**

Redeemer's kitchen is a commercial kitchen under permit with Chesterfield County and must be in compliance with regulations imposed by Chesterfield County at all times. Redeemer can provide a copy of our current food policy to you.

Use of the kitchen facilities does not include supplies of any kind (food, paper products, utensils, dishes, etc.)

## **Hours of Use**

Guests may not occupy the Property earlier than the time confirmed in their reservation and are required to vacate the Property by the confirmed end time. **Guests will be assessed a \$150 late charge per hour if the Property is not clear by the confirmed end time.**

## **Insurance**

The renter will be required to obtain **liability insurance in the amount of One Million Dollars (\$1,000,000)**. You must name Redeemer Lutheran Church Incorporated as an additional insured on the policy for any liability damages on or to the Property arising from activities during your event. **Failure to provide adequate proof of insurance, in advance, may result in your event being cancelled.**

The applicant will be required to read and agree to the terms outlined in the Hold Harmless Agreement for Facility Use. In some cases, proof of additional insurance coverage may be required.

## **Preferred Vendors**

Redeemer has compiled a list of wedding/event vendors . See list at the end of this document.

## **Request for Displays in the Atrium**

Requests for displays / promotions in common areas will be directed to office staff for approval. Unauthorized items will be removed.

**Revoking Facility Privileges**

Redeemer reserves, in its sole and absolute discretion, the right to revoke facility privileges as circumstances warrant.

**Security**

Based on the size and nature of an event, a security officer and/or Chesterfield County police officer may be required to be on site. When necessary, a uniformed security officer will be assigned to your event and arranged through our staff. The rate for security services is \$20/hour with a minimum of 3 hours and is due 30 days prior to your event. The rate for Police escort will be determined by the County and is payable per their process.

**Signage**

Promotional materials for ministry or community events are to be delivered to the office for approval and for placement in approved areas. No more than two (2) promotional events will be displayed at any time. Items placed by individuals in unauthorized locations will be removed.

**Weapons**

Carrying weapons and/or concealed handguns on the Property is strictly prohibited.

## Renting our Facility

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After submitting the Facility Usage Request Form, you will receive an auto-reply message acknowledging that the form has been received and is in queue to be booked. Reservation staff will review and respond (via email) to your request.

You will be notified if the reservation has been approved and added to the calendar. If the requested space is unavailable, your event may be booked in an alternate space or you may be asked to choose an alternate date. **A nonrefundable security deposit is required to secure the reservation. Final payment is due 30 days prior to the event, and your event is held as tentative until all fees are paid.**

The rental party shall supply a credit card for incidental charges and/or damages that occur during the rental.

## Room Descriptions

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<b>Room</b>	<b>Capacity</b> <i>Table set up</i>	<b>Capacity</b> <i>Theater/Class set up</i>	<b>Amenities</b>
<b>Board Room</b>	12 <i>(Conference style)</i>	n/a	Conference Calling Whiteboard
<b>Choir Room</b>	24	40	Whiteboard
<b>Community Room</b>	16	30	
<b>Conference Room</b>	8 <i>(conference style)</i>	n/a	Conference Calling Whiteboard
<b>Fellowship Hall</b>	256	450	Audio Projector w/large screen Kitchen access Stage
<b>Lounge</b>	10 <i>(open seating)</i>		Kitchenette <i>(coffee, refrigerator, microwave)</i> Lounge seating
<b>Mission Room</b>	12	25	Whiteboard
<b>Sanctuary</b>	n/a	450	AV Projector/Screen
<b>Solarium Room</b>	12	35	Whiteboard
<b>Student Ministry Room</b>	15 <i>(couches and lounge chairs)</i>	40 <i>(including couches and chairs remaining in space)</i>	Whiteboard

**Also available in each room:**

- Easel
- Podium
- Coffee set up
- WiFi Access
- Laptop (with DVD player)
- 50" Mobile Flat Screen Television
- Table/Chair set up (round and 8-foot rectangle)

## Facility Rental Fees

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### **Wedding Only-** *(Sanctuary use -450 person maximum)*

<b>Member Fee</b> <i>(bride, groom or at least ONE parent are RLC members)</i>	<b>Non-Member Fee</b>	
Officiating Pastor	\$300 <i>(suggested minimum)</i>	\$300 <i>(suggested minimum)</i>
Event Coordinator	\$300	\$300
Organist/Musician	\$200	\$200
Additional soloist	\$50	\$50
Use of Sanctuary	\$50	\$300 <sup>1</sup>
Custodian	\$100	\$100

### **Banquet Hall** *(add-on to Wedding)*

300 person maximum. *Includes: Use of Fellowship Hall, Community Room, Student Room, Missions Room, Solarium, and Lounge. Additional rooms may be available upon request.*

<b>Member Fee</b> <i>(bride, groom or at least ONE parent are RLC members)</i>	<b>Non-Member Fee</b>	
6 hour rental <sup>2</sup>	\$2,000	\$3,000
Event Coordinator	\$500	\$500
AV Package <sup>4</sup>	\$35/hr	\$35/hr
Custodian	\$100	\$100

*See preferred vendor list for additional prices*

### **Wedding – Entire event on site**

<b>Member Fee</b> <i>(bride, groom or at least ONE parent are RLC members)</i>	<b>Non-Member Fee</b>	
All fees as listed above		All fees as listed above
Event Coordinator	\$800	\$800

### **Meeting Rooms** *(6 hour maximum)* <sup>5</sup>

Fellowship Hall	\$125/hr
Meeting Rooms	\$60/hr
AV Usage	\$25/hr
Use of kitchen	\$25/hr

<sup>1</sup> \$100 non-refundable deposit reserves date, time, and space.

<sup>2</sup> \$1,000 non-refundable deposit reserves date, time, and space. The rental party shall supply a credit card for incidental charges and/or damages that occur during the rental. **An addition \$150 fee will be charged per hour if invitees and/or their guests remain after the rental time.**

<sup>4</sup> Includes house sound system, rolling 50" monitors, and media support.

<sup>5</sup> RLC members are not charged for the use of meeting rooms. Organizations must use non-member fee schedule



## Standard Use Agreement

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I agree to the following:

1. I have read and agree to the terms of the Facility Usage Policies and Additional Information found in the Facility Information and Agreements document.
2. I agree to the fee of \$\_\_\_\_\_ for use of this space.
3. I am aware that I must obtain liability insurance in the amount of **One Million Dollars** (\$1,000,000) naming **Redeemer Lutheran Church Incorporated** as an additional insured on the policy for any liability damages on or to the property arising from activities during my event. **Failure to provide adequate proof of insurance may result in your event being cancelled.**
4. Repair and/or replacement costs for damaged/missing property will be billed to the Invitee.
5. Building must be vacated by stated end time. **There will be a fee of \$150 charged for any overage of time.**
6. I understand that the use of the kitchen facilities does not include supplies (food, paper products, dishes, etc.).
7. All equipment and decorations will be removed, and trash must be bagged and placed in the dumpster on the east end of the building.
8. All tables and kitchen counters will be wiped down and cleaned.
9. Smoking is not allowed in our facility.
10. Do you plan on serving alcoholic beverages? Yes No

**If yes,** I agree to apply for an ABC one-day permit for use of alcoholic beverages at Redeemer Lutheran Church and submit this approved permit to Redeemer before the event date. I acknowledge that obtaining insurance and an ABC license is my sole responsibility and Redeemer does not carry a license for my event.

*By signing this agreement you are aware that Alcoholic Beverages are not permitted on the premises without a permit from ABC of Virginia.*

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Signature

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Name (Printed)

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Date

## Hold Harmless and Indemnification Agreement

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In consideration of Redeemer Lutheran Church, including redeemers board, trustees, employees and members (collectively, "Redeemer") allowing \_\_\_\_\_ and its employees, members, guests, and invitees (collectively, "Invitee") access to or use of any property owned, leased, or occupied by Redeemer, Invitee agrees to indemnify Redeemer, and each of its successors, subsidiaries, affiliates, employees, agents, representatives, servants, or any of the foregoing, from and against any liability, claim, demand, damages, judgment, or loss of any nature to property or persons, including death, which in any way arises out of or is associated with or related to Invitee's presence on or use of Redeemer property, participation in any activities thereon, and travel to or from any and all property of Redeemer. Invitee does hereby, for itself, its heirs, administrators, executors, employees, agents, representatives, and servants, or any of the, forever WAIVE, RELEASE, and DISCHARGE any and all rights and claims for any expenses, damages, or other losses that they may have or that may hereinafter accrue against Redeemer. Invitee further agrees to indemnify, save and hold Redeemer harmless from any claims, demands, damages, judgement, or loss of any nature arising in any way out of Invitee's presence at or on Redeemer's property, regardless of the nature or extent of the damage or inquiries, except for Redeemer's gross negligence.

Invitee has read and understands the above information. No promise, inducement, or agreement not express herein has been made to Invitee.

\_\_\_\_\_  
Signature on behalf of Invitee

\_\_\_\_\_  
Name (printed)

\_\_\_\_\_  
Date