

# Facility Information and Agreements



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



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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 Redeemer facility are responsible for the following:

- 1. Children must be supervised at all times. 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. PLAYGROUND IS NOT RESERVABLE SPACE.**
2. Leave the facility 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 Vonya Burgis at 804.272.7973/vburgis@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 us of any damages to 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 brought (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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### **Revoking Facility Privileges**

Redeemer reserves 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.

### **Insurance**

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.

### **Hours of Use**

Guests may not occupy the facilities earlier than the time confirmed in their reservation and are to leave by the confirmed end time.

### **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. Painters 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 painters tape is compatible with the floor material, all other adhesives will cause damage to the floor's finish.

### **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.

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

Requests for displays / promotions in the church Atrium will be directed to office staff for approval. Unauthorized items left in the Atrium will be removed.

### **Foodservice Policy**

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

### **Weapons**

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

### **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 Emily Barnes: 272.8449.

## **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.

## **Alcohol**

Liquor Liability Insurance certification may be required for guest planning to service alcohol. If required, guests will not be able to serve alcohol until proof of insurance coverage is received by our staff.

Guests may request a one-day ABC license for events via Alcoholic Beverage Control at <https://www.abc.virginia.gov/licenses/get-a-license>. Redeemer does not carry a license for event guests. If you are planning to have alcohol at your event, please let our staff know.

## **RLC ALCOHOL USE POLICY**

Under ALL circumstances:

- 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 required 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 in locked 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 are always provided with equal attractiveness, accessibility, and quantity. Food is provided whenever alcohol is available

## Standard of Use Agreement

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We 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. All equipment and decorations must be removed, and trash must be bagged and placed in the dumpster on the east end of the building.
3. Use of the kitchen facilities does not include church supplies (food, paper products, dishes, etc.).
4. Please wipe down all tables and kitchen counters.
5. Smoking is not allowed in our facility.
6. Repair and/or replacement costs for damaged/missing property will be billed to your group.
7. Building must be vacated by stated end time.
8. 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.

Have you applied for/received an ABC one-day permit? Yes No In process

***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

## Room Descriptions

Room	Capacity <i>Table set up</i>	Capacity <i>Theater/Class set up</i>	Other Amenities	<b>RATE</b> <i>6 hour max. Fee includes set up and janitorial</i>
<b>Board Room</b>	12 <i>(conference style)</i>	n/a	Conference Calling Smartboard Whiteboard	\$50/hr
<b>Choir Room</b>	24	40	Whiteboard	\$25/hr
<b>Community Room</b>	16	30		\$25/hr
<b>Conference Room</b>	8 <i>(conference style)</i>	n/a	Conference Calling Whiteboard	\$25/hr
<b>Fellowship Hall East</b> <i>Stage access</i>	125	225	Audio <i>(AV support \$50/hr)</i> Projector w/large screen Kitchen access Stage (east)	\$175
<b>Fellowship Hall West</b> <i>Adjacent to kitchen</i>	125	225		\$175
<b>Fellowship Hall</b> <i>Full room access</i>	256	450		\$300
<b>Lounge</b>	10 <i>(open seating)</i>		Kitchenette <i>(coffee, refrigerator, microwave)</i> Lounge seating	\$25/hr
<b>Mission Room</b>	12	25	Whiteboard	\$25/hr
<b>Sanctuary</b>	n/a	475	AV Projector/Screen	\$300
<b>Solarium Room</b>	12	35	Whiteboard	\$25/hr
<b>Student Ministry Room</b>	15 <i>(couches and lounge chairs)</i>	40 <i>(including couches and chairs remaining in space)</i>		\$25/hr
<p><b>Available in each room:</b>            WiFi Access            50" Mobile Flat Screen Television            Coffee set up            Flip Charts <i>(Easel)</i>            Laptop <i>(with DVD player)</i>            Podium            Table/Chair set up <i>(round and 8 foot rectangle)</i></p>				

## Donation (Fee) Schedule

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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 advised 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. If your event incurs any fees, you will be notified in the response email. Fees are due prior to the event, and your event is held as tentative until all fees are paid. A nonrefundable security deposit may be required to secure the reservation.

Redeemer is happy to share the facility space with you and would like to remind you of the following:

1. Please remove all equipment and decorations that you have brought to our site.
2. Use of the kitchen facilities does not include church supplies (food, paper products, dishes, etc.).
3. Smoking is not allowed in our facility.
4. Repair and/or replacement costs for damaged/missing property will be billed to your group.
5. Building must be vacated by stated end time.

### Audio Equipment Use

*Audio equipment must be supervised. Audio is available in Fellowship Hall only.*

Sound/Digital or Webcast: \$35/per hour with a two (2) hour minimum each room/each event day.  
Additional time will be billed at \$35/hr.

Hours Requested: \_\_\_\_\_ Subtotal: \_\_\_\_\_

### Event or Wedding Media Package (Sanctuary and Fellowship Hall):

\$225.00 + Facility Room Donation

Includes: PA System, Projection, Video Recording, Webcast and 4 hours of Media Support, additional time billed at \$35/Hr.

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Subtotal: \_\_\_\_\_

## Wedding Donation (Fee) Schedule

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Checks for fees should be made payable to the individual persons and given to the wedding coordinators on the day of the wedding rehearsal. Checks for facility use and custodian should be made payable to Redeemer Lutheran Church.

### **FOR REDEEMER MEMBERS:**

*(bride, groom, or at least ONE parent must be a member at Redeemer Lutheran Church)*

Sanctuary	\$50
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$200 (suggested minimum)
Custodian	\$75 (to clean after wedding)

### **FOR NON-REDEEMER MEMBERS**

Sanctuary	\$300 (\$100 non-refundable deposit due with contract)
Wedding coordinator	\$200
Organist	\$200 (plus \$25 for any additional soloist)
Officiating pastor	\$200 (suggested minimum)
Custodian	\$100 (to clean after wedding)



## HOLD HARMLESS AND INDEMNIFICATION AGREEMENT

In consideration of Redeemer Lutheran Church (“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 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 reckless behavior.

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

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

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

\_\_\_\_\_  
Date