

# BUILDING USE, RENTAL, & COSTS

## Tempe Nazarene Church

### BUILDING REQUEST PROCESS

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1. Rental Request & Approval:

- At least one month before your event, please complete and submit the Event Request Form (<https://forms.office.com/pages/responsepage.aspx?id=MhzPvgpSdUGFD4S4IvAcR9ehZOCrmpNLrvL9ezRzJHBUMIBPQoQ3WVhVUVRQN Eo5TDJHVopNSkg2QS4u>) to initiate the rental process.
- Your request will be evaluated by TNC Facilities and by all staff, and you'll receive a response on approval or denial.
- The deposit (see amount below) will be required to secure the facility. TNC reserves the right to retain the deposit in the event of breakage, damage, or failure to restore the building to its original condition.
- Your FINAL PAYMENT is due the week of the event.

### Building Use Policy

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1. TNC functions and activities take priority over those of others. Rental applications are considered in the order received.
2. In the case of ongoing use, such as weekly or monthly rental of facilities, TNC reserves the right to preempt use of the facilities. In such cases, at least two weeks' advance notice will be sent to the contact person for the group.
3. Rental cannot occur on:
  - Sundays from 6:00 am until noon. (Church)
  - Monday, Tuesday, Thursday, and Friday before 6:00 pm. (Preschool)
  - Wednesdays all day. (PreSchool and church)
4. Rental of the TNC facility will be limited to approved areas within the facility. Other regions of the building may be in use simultaneously by different groups.
5. Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.

6. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
7. No alcoholic beverages or controlled substances are permitted in the building, parking lot, or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
8. Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
9. Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
10. Childcare must be arranged at least two weeks before the event, and an accurate count of children must be provided.
11. After each event, upon leaving the building, you must make certain that:
  - All lights and appliances are off.
  - All doors are locked. (Unless handled by TNC personnel.)
  - Garbage and trash are disposed of properly in the dumpster on the west side of the church.
  - The room is returned to its original condition, including the arrangement of tables and chairs. (Unless prior arrangement is made with TNC.)
  - The floor is swept.
12. If the kitchen is used:
  - All eating and preparation surfaces are clean and washed.
  - All dishes and other kitchen items are washed, dried, and put away.
  - No food items are left on the premises, in the refrigerator, or the freezer.
  - Garbage disposal must be clean.
13. TNC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further, the user agrees to indemnify and hold TNC harmless from all third-party claims, liability, or damages arising out of such.
14. Renters will provide proof of adequate current insurance for any accidents that occur to people in attendance and for any damage to TNC property.
15. TNC reserves the right to cancel or modify this agreement at any time due to changes in ministry activities and needs.

## Rental Deposit & Fees

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1. The facility is considered reserved when the deposit is made.
2. Room rental fees will be assigned based on specific room requests, as outlined in the Rental Chart schedule below.
3. The person responsible for the Event agrees to TNC's building use policy.

## Food & Refreshments

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TNC can provide food or refreshments if required.

- Light refreshments & beverages
- Light refreshments, beverages, and desserts
- Sandwiches & beverages
- Buffet (people bring food items)

This service includes all utensils, plates, plasticware, cups, serving dishes, and other necessary items. Beverages available are water, coffee, and lemonade. (Alcohol is not allowed on campus.)

Refer to the table below for the cost amounts for 200 people.

# ROOM RENTAL FEE SCHEDULE

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<sup>1</sup> A Deposit is required.

LOCATION	TNC MINISTRY	MEMBER OR NON-PROFIT	NON-MEMBER OR BUSINESS
<sup>1</sup> Deposit	None	\$50.00	\$150.00
Sanctuary	None	\$150.00	\$300.00
Gymnasium	None	\$100.00	\$200.00
Kitchen	None	\$50.00	\$125.00
Choir Room	None	\$10.00	\$20.00
Courtyard	None	\$100.00	\$200.00
Audio Technician (< 3 hours)	None	\$50.00	\$100.00
Projection Technician (< 3 hours)	None	\$50.00	\$100.00
Streaming Technician (< 3 hours)	None	\$50.00	\$100.00
Lighting Designer (< 3 hours)	None	\$25.00	\$50.00
Ushers/Greeters (each)	None	\$25.00	\$50.00
Security (each)	None	\$25.00	\$50.00
Childcare (per child, per hour)	None	\$10.00	\$25.00

# FOOD & REFRESHMENTS COST SCHEDULE

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ITEM	COST
Serving Utensils, Paper Plates, Plastic Cups, Spoons, Forks, Knives, etc.	\$100.00
Sandwiches	\$400.00
Beverages	\$100.00
Snacks (chips, nuts, fruits, etc.)	\$100.00
Desserts (pies, cakes, etc.)	\$200.00