



## RENTAL GUIDELINES & REGULATIONS

### HOW TO RENT FACILITIES

1. All persons requesting to rent facilities must complete, sign, and return a Facility Rental Application and this Rental Guidelines & Regulations document to the Anthem Event Rentals Manager for consideration.
2. The Facility Rental Application must be completed and signed by an adult, age 21 and over, who will attend, supervise, and be responsible for the entire rental period. The person signing the application will be considered the responsible party in case of damage, theft, disturbance or failure to observe all designated rules.
3. **Submitting the Facility Rental Application DOES NOT APPROVE or GUARANTEE AVAILABILITY for desired rental dates or facilities. No event dates will be reserved unless first a Rental Contract is issued, signed and returned, and all necessary fees paid. No payments will be accepted as holds for rental dates until a Rental Contract is issued.**
4. Facility Rental Applications must be received a minimum of 10 business days prior to the rental date, and may take up to 7 business days to process.
5. All Anthem Church facility rentals must be pre-approved by the Anthem Event Rentals Manager, no other person may grant approval for a rental.
6. A Facility Rental Contract will be issued upon review and approval of a submitted Facility Rental Application. Facility Rental Contracts may be revoked at any time at the discretion of the Anthem Event Rentals Manager, for violation of any of the following rules and regulations. Facility Rental Contracts are non-transferrable. Sub-letting of rented space is prohibited.
7. ONLY once a signed Rental Contract *and* Security Deposit are received from the Renter by the Event Rentals Manager, will the requested rental date be reserved and secured. If neither are received, the date remains available to other rental requests.
8. Anthem Church reserves the right to not approve any rental request, or to cancel or change this agreement at any time due to building needs or unforeseen circumstances. If the agreement must be cancelled due to such circumstances all fees paid will be refunded.
9. Time and date changes will be accepted in writing, a minimum of 30 days prior to the event, subject to facility and schedule availability. Additional rental time must be paid at the time of request.

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### AVAILABLE RENTAL HOURS

Rental events may be held between any of the following hours, if availability allows:

- **Sundays** **3:00pm - 11:00pm**
- **Tuesday, Wednesday** **8:00am - 5:00pm**
- **Monday, Thursday, Friday, Saturday** **8:00am - 11:00pm**

Setup, breakdown, and required cleaning must be done within the contracted rental period, so please plan the event rental hours accordingly.

Events must end **no later than 10:00PM**, to allow proper amount of time for guests to leave, teardown and cleanup, and completion of Post-Rental walkthrough with Event Supervisor before the **11:00PM cutoff and lockup**.

\_\_\_\_\_ Renter's Initials Here

**FACILITY USE**

1. Only rooms specified in the rental contract will be available for your use on the day of your event. Rooms not specified may be occupied by other groups during your event.
2. **The stated occupancy of Anthem facilities shall not be exceeded at any time.** If the occupancy is exceeded, the renter will be required to make the excess guests leave.
3. **Exits must remain unobstructed at all times** and a 4-foot square clearance is required in order to provide safe egress in the event of a fire or emergency. Do not block staircases, ramps, doors, or any other designated areas of egress.
4. **The Lobby and hallways will be maintained as common areas,** as passage for multiple event renters. Rental activities will not be allowed to be held in the lobby without prior approval, and Renters must keep their guests from congregating outside of the rental room. Exclusive use of the lobby must be specifically requested on the rental application, and approved by the Event Manager.
5. All local and state fire and safety regulations will be followed, including adherence to occupancy limits. Anthem's Emergency Fire Evacuation Routes are posted on walls throughout the facility.
6. Event participants must park in designated parking areas only. Please do not park illegally or in fire lanes.

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**EVENT SUPERVISION**

1. An Anthem Event Supervisor will be staffed as a building monitor for all facility rentals and shall have complete authority over the facility, equipment, participants, and activities that take place in the facility. The Event Supervisor has the authority to request changes in activities or cessation of activities during the rental period.
2. **RENTERS MUST KEEP THEIR GUESTS IN THE RENTED ROOM AND OUT OF OTHER AREAS IN OR OUTSIDE OF THE BUILDING.** Renters are responsible for the conduct of all members of their party. Disorderly conduct, intoxicated people, loitering outside of the building, or disturbance of the public peace will result in persons being required to vacate the premises.
3. **MINORS MUST REMAIN IN THE RENTED FACILITY ROOM, BE WITH A SUPERVISING ADULT AT ALL TIMES, AND SHALL NOT BE ALLOWED TO ROAM UNATTENDED.** Minors may not be allowed to run/play in the lobby/hallways, bathrooms, front entryway or parking lot/outdoor areas. Adequate adult supervision of minors is required during the entire rental period. Additional rooms for child care use may be reserved by request on the rental application.

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**CODE OF CONDUCT**

1. Smoking, vaping, and other nicotine use is prohibited inside all Anthem facilities, including restrooms, and within 25 feet of all entrances.
2. Use of controlled substances or gambling is not permitted on Anthem property.
3. No concealed or exposed weapons.
4. No abusive or obscene language or threatening behavior.
5. Pets are not allowed. Only certified, on-duty service animals are allowed in the facility.

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**SETUP/DECORATING**

1. **The Renter (or Designated Responsible Contact) must be the FIRST to arrive.** No event supplies, set up helpers, or outside vendors, will be allowed in the building until the Renter has arrived and completed a Pre-Rental inspection with the Event Supervisor.
2. **Renter must be present during the entire rental period** and is required to be available to review a Pre-Rental and Post-Rental Checklist with the Event Supervisor before/after the rental, and are the only individuals allowed to sign. Rental clients that do not sign the Pre-Rental and Post-Rental Checklists forfeit their security deposit in full. The only exception to this rule is when an honoree (i.e. bride and groom) is the renter. In which case

Anthem must be notified at least 30 days prior, and the renter must appoint a Designated Responsible Contact to review these checklists with the Event Supervisor at the beginning/end of the event.

3. Event items must be carried in through the lobby/hallways. Emergency exits may not be used to load in/load out. No storage is available before/during/after event. No carts/dollies are available.
4. No church equipment or property may be removed from the building.
5. The church instruments may not be removed from the stage without permission from the Creative Director.
6. The moving of any signage, equipment, or non-rental furniture is strictly prohibited. Any violations may result in the forfeit of the rental deposit.
7. Nails, staples, and strong adhesive tape may NOT be used on any surface in the facilities. Push pins, or low adhesive tape may be used instead. Any damage caused by the use of these products will result in deductions from the rental deposit to cover the repairs.
8. Banners, or other large signage, may not be attached to the outside of the building. A-frame (sandwich board) signs are allowed directly outside of the front doors, but may not be placed along the street. The Event Rental Manager reserves the right to request final approval of all promotional materials for events occurring in the facility.
9. No linens or pipe/drape are available. Please make other arrangements.
10. No excessively messy products, such as silly string, glitter, any type of confetti, rice, or birdseed are to be used within the building or outside the facility.
11. No flammable materials, such as candles, are allowed in the Auditorium. Dripless candles, or chafing fuels are allowed in the rest of the facility. Sparklers and barbeque grills may be used outside only, at a distance of 25 feet from the building.
12. No cooking setup is available. Prep Room use is only for the preparation of beverages and for serving of prepared foods.
13. Anthem provides a limited amount of trash receptacles per room. Renters are responsible for providing any additional garbage and recycling receptacles to accommodate the needs of their event.
14. It is the responsibility of the rental group to set up and move furnishings as needed. The Event Supervisor is not designated for event setup, and is not permitted to move any equipment or furnishings supplied by the applicant.

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#### **TEARDOWN/CLEANUP**

1. Renter agrees to return all rented spaces to their initial condition by the end of the rental period. A comprehensive cleaning checklist will be provided to the renter to ensure no areas are overlooked.
2. All items brought into a facility by the renter are to be removed by the end of the rental period. Any items left in the facility after the rental period will be disposed of.
3. All Anthem-owned equipment made available and used by the rental group must be thoroughly cleaned and returned to each designated place. This includes tables, chairs, and Prep Room dishes. Cleaning supplies (cleansers, trash bags, etc.) will be provided by the staff.
4. After their event, renters are responsible for emptying all garbage and recycling to the outside dumpster, located in a gated area near the front of the building. If dumpsters are full, renters must ensure all garbage is tied closed in bags and placed outside of dumpsters. If there is any loose garbage found outside of bins renters will be charged an excessive cleaning fee.
5. If excessive facility cleaning is required by Anthem or custodial staff after the rental, renter agrees to deductions from the security deposit to cover cost of the additional services. This includes floor spills, restroom spills/toilet overflow, cleaning of furniture, garbage removal, and remaining hallway clutter.
6. ALL cleaning procedures must be completed by end of reserved Rental Time or overtime charges will apply.

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### CATERING AND FOOD USE

1. For private meetings and events, you may make your own food arrangements. No catering license is required.
2. For events with the sale of food, the catering vendor must provide a Certificate of General Liability Insurance.
3. No food or beverages are allowed in the Auditorium. Any damage, or replacement costs due to food or beverage will be the responsibility of the renter. Renter agrees to be mindful of and notify their attendees that food/drink is not allowed in the Auditorium.
4. Any intended use of outside vendors must be disclosed in the Rental Application and, if permitted, shall comply with the same guidelines and regulations as the renter.

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### VENDORS: PHOTOGRAPHERS AND MUSIC PERFORMERS/BANDS

1. Vendors must provide a Certificate of General Liability Insurance to Anthem.
2. Anthem offers the use of the facility's sound, tech, and lighting systems, for your facility rental- available only by additional fee for the required staff/techs. These systems may NOT be run by any unauthorized persons.
3. Amplified music is allowed indoors of Anthem's facilities, and must not be audible from 10 feet away from the building, or not exceeding 55 db. It is the Renter's responsibility to communicate and enforce this with their entertainers. **\*\*ALL AMPLIFIED SOUND MUST SHUT OFF BY 10:00PM. NO EXCEPTIONS.**
4. Any intended use of outside vendors must be disclosed in the Rental Application and, if permitted, shall comply with the same guidelines and regulations as the renter.

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### ALCOHOL USE

Alcohol may be used at events on Anthem property, but only under the following conditions:

1. Alcohol is **NOT allowed when an event is designated for minors**, such as school age award programs/graduations, birthday parties/quinceaneras, baptisms/communions, and/or receptions.
2. **ONLY CHAMPAGNE/WINE may be served for toasting**, and only with express permission of the Anthem Event Rental Manager and advising Anthem management. **NO OTHER ALCOHOL TYPE IS ALLOWED.**
3. Renters are responsible for the conduct and behavior of their participants and any problems related to the presence of alcohol. If alcohol use violations occur during the rental period, the Renter will be responsible for removing uncooperative guests. If the Renter is warned of violations a second time, the Security Deposit will be forfeited. If violations continue, the event will be terminated and the premises must be vacated.
4. The Renter must purchase special event insurance, and 60 days prior to the event provide a **Certificate of Insurance of General Liability for Host Liquor** with Anthem Church named as 'Additionally Insured', to cover the distribution of alcohol. The insurance coverage limit required must be **\$1,000,000 Occurrence/ \$2,000,000 Aggregate**. Any organization using Anthem facilities shall be solely responsible for obtaining all permits or licenses relating to the distribution and consumption of alcoholic beverages on the premises. The facility renter is responsible for the full cost of the required liability insurance and will be required to show proof of coverage.
5. **Only alcohol provided by the Renter may be served or consumed during the event.** Alcohol brought in by guests may NOT be distributed or consumed anywhere on the Anthem premises.
6. Alcohol is restricted to and may only be served or consumed in the designated rental room. Alcohol is prohibited in all other portions of Anthem property (including the lobby, hallways, bathrooms, front grounds, parking lot, rear park area, and remainder of the facility). The Renter will be required to enforce this with their guests.
7. Any damage, cleaning, or replacement costs due to beverages will be the responsibility of the renter. Renter agrees to be mindful of spilled liquid and clean it up immediately to prevent damage/excessive cleaning.

8. The service or consumption of alcoholic beverages shall be in compliance with all applicable laws, including OLCC regulations. Alcohol may only be served and consumed by adults 21 years of age or older. Proof of age required on demand by Event Supervisor.
9. The Anthem Event Supervisor will be present during the event. This staff member will have authority to shut down the distribution and consumption of alcohol if it is not being appropriately administered. If evidence is found that alcohol is being served without prior authorization by the Anthem Event Rental Manager, or to a minor, the Police will be notified and the event will be terminated and all fees and deposits will be forfeited.

**Failure to follow these rules may result in forfeiture of the Security Deposit, event shut down, loss of future facility rental privileges, or criminal charges.**

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### **FEES, DEPOSITS, AND CANCELLATIONS**

1. A fully refundable security deposit in the amount of \$300 is required for all rentals. In order to secure a facility rental, a signed rental contract and the security deposit must be submitted. Anthem will charge against this deposit if the facility use time exceeds the contracted rental period, if the facility is not adequately cleaned by the end of the rental period, or if damages occur during the rental period. The renter will be responsible for all additional charges that exceed the deposit amount. For rentals under \$500 in total fees, the security deposit will be \$150. For rentals under \$100 in total fees, full payment must be submitted to secure the facility rental.
2. The remaining balance of the facility rental fee is due no later than 30 days prior to the rental date. If the booking occurs less than 30 days prior to the event date, full payment will be required at the time of booking.
3. If facility use time exceeds the rental period stated on the contract, additional fees will be charged. For every 15 minutes the facility is occupied by a rental group outside of contracted hours, the renter will be charged Overtime fees based on the hourly rate of the rented room(s) plus the event staff hours (15min=1hr, 30min=2hrs, etc.). Overtime charges will be deducted from renter's deposit or, if additional charges exceed deposited amount, the renter will be charged.
4. Rentals forfeit all deposits if a disturbance of the peace is determined.
5. Refunds will be processed within 14 business days of your rental. Please note that it can take up to 6 weeks for a check to arrive or a credit to show on a Credit Card Statement.
6. Payment methods accepted are: Visa/MasterCard, Cash, Check or Money Order.
7. Cancellation of facility rentals prior to 30 days before the rental date shall receive a full refund of rental fees paid. Cancellation of facility rentals within 30 days of the rental date will forfeit all deposits collected. Cancellation within 48 hours of the rental date forfeits all rental fees.

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### **LIABILITY**

1. The renter agrees to assume all liability for losses, expenses, damages, demands, or claims in connection with, or arising out of, any injury or damage sustained, or alleged to have been sustained, by any person, corporation, firm, or company; or any damage, or alleged damage, to property in connection with the occupancy, maintenance, or use of all, or any part of, the rented facility by Anthem Church's agents, officers, employees, associates, friends, or acquaintances. Renters shall indemnify and hold harmless Anthem Church, including agents, employees, and volunteers from any and all such losses, expenses, damages, demands, and claims; shall defend any suits or actions brought against any of them, based on any such alleged injury or damage; and shall pay all damages, costs, and demands, including attorney fees, in connection therewith, or resulting there from.
2. Applicants acknowledge that Anthem Church does not assume any liability for any injury, loss, or damage of personal property.

3. For public events or activities with more than 50 participants, Anthem Church requires the renter to furnish a Certificate of Insurance, naming Anthem Church as additionally insured. The amount of the insurance shall not be less than \$2,000,000 per occurrence of general liability insurance. Private events or activities with less than 50 participants, and no alcohol involved, will not be required to furnish a Certificate of Insurance.

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*I hereby knowingly and willingly assume any and all responsibility for, and assume the risk of any and all injury or damage to my person or my dependent child that might arise directly or indirectly as a result of participation in activities or use of the Anthem Church facilities. I hereby expressly release, discharge, indemnify and save and hold harmless from any liability, causes of action including negligence, claims, and demands and damages of any kind, Anthem Church, and all employees and volunteers in their capacities as representatives of Anthem Church, its directors, officers and agents. It is my intention by signing this release that the same is binding not only on me, but my heirs, administrators, executors, successors, and assigns.*

*I have read, understand, and agree to all of the above facility rental rules and regulations in its entirety. I understand that non-compliance with these regulations may result in the cancellation of my facility rental and/or the forfeiture of all fees and deposits I have paid.*

Applicant's Signature \_\_\_\_\_ Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Printed Name: \_\_\_\_\_

Email: \_\_\_\_\_ Phone: \_\_\_\_\_



## FACILITY RENTAL APPLICATION

**Submitting this Facility Rental Application DOES NOT APPROVE or GUARANTEE AVAILABILITY for desired rental dates or facilities. No event dates will be reserved unless first a Rental Contract is issued, signed and returned, and all necessary fees paid. No payments will be accepted as holds for rental dates until a Rental Contract is issued.**

Facility Rental Applications must be received a minimum of 10 business days prior to the rental date, and may take up to (7) business days to process. Please read through the Facility Rental Guidelines & Regulations before completing this form.

### RENTER INFORMATION

Name of Applicant *(must be over 21)* \_\_\_\_\_

Organization *(if applicable)* \_\_\_\_\_

Address \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

Email \_\_\_\_\_

Are you a Member of Anthem Church? \_\_\_\_\_

Alternate Contact *(if applicant is bride/groom)* \_\_\_\_\_

Home Phone \_\_\_\_\_ Cell Phone \_\_\_\_\_

### EVENT INFORMATION

Requested Event Date(s) \_\_\_\_\_

Event Type/Purpose \_\_\_\_\_

Event Description (Details of planned event activities) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Expected Number of Attendees \_\_\_\_\_

Do you plan to serve alcohol?\* \_\_\_\_\_

Will your event include any of the following\*:

Catering.....Company Name \_\_\_\_\_

DJ Music.....Company Name \_\_\_\_\_

Live Music.....Band Name \_\_\_\_\_

*\*Additional security deposit and insurance requirements apply.*

## RENTAL HOURS

Rental events may be held between any of the following hours, if availability allows:

- **Sundays** **3:00pm - 11:00pm**
- **Tuesday, Wednesday** **8:00am - 5:00pm**
- **Monday, Thursday, Friday, Saturday** **8:00am - 11:00pm**

Setup/decorating, teardown/required cleaning must be done within the contracted rental period, and generally takes a minimum of 1 hour for large events- so please plan the event rental hours accordingly.

Events must end **no later than 10:00PM**, to allow proper amount of time for guests to leave, teardown and cleanup, and completion of Post-Rental walkthrough with Event Supervisor before the **11:00PM cutoff and lockup**.

If you are requesting to rent spaces for multiple dates and times, please attach a full schedule.

\_\_\_\_\_am/pm      **RENTAL START** Time (*When Renter arrives to check-in, begin set-up/decorating*)

\_\_\_\_\_am/pm      EVENT START Time (*When event begins, guests arrive*)

\_\_\_\_\_am/pm      EVENT END Time (*When event ends, guests leave*)

\_\_\_\_\_am/pm      **RENTAL END** Time (*When Renter leaves and check-out is complete, doors locked*)

\_\_\_\_\_ **TOTAL RENTAL HOURS**

**CHOOSE RENTAL PACKAGE OR INDIVIDUAL FACILITY. Indicate any ADDITIONAL FACILITIES as needed.**

### RENTAL PACKAGE *\*See Rental Rates sheet for more details.*

- #1** Wedding/Special Event Package (*Auditorium + Rehearsal for 6 Hrs*)
- #2** Wedding/Special Event Package (*Auditorium + Gym + Rehearsal for 6 Hrs*)
- Party Package (*Meeting Room + Prep Room for 3 Hrs, Max 30 people*)
- Sports Package (*Gym for 1 Hr, Max 40 people*)

### INDIVIDUAL FACILITIES

- Auditorium (*Min. 4Hrs, Max occupancy 350*)
- Gym (*Min. 3Hrs, Max occupancy 350*)
- Lobby (*As event space, Min. 3Hrs, Max occ. 100*)
- Meeting Room (*Min. 2Hrs, Occupancy 20-30*)

### ADDITIONAL FACILITIES

- Prep Room (*food or drink prep*)
- Nursery/Childcare Room
- Dressing Rooms (*small classrooms*)
- Wedding Rehearsal (*2hr ceremony practice*)



**ADDITIONAL STAFF REQUESTED**

- Pastor/Officiant
- Keyboardist

**EQUIPMENT/SERVICES REQUESTED**

- Basic Sound & Lighting – *One handheld mic set up for use on the main floor, house lighting*
- Advanced Sound\* – *Multiple handheld microphones set up for use on the stage*
- Special Stage Lighting\* – *Colored accent lights, spot lights, lighting cues for fade in/out*
- Display Screens\*

**\*Available in Auditorium only; Requires Staff Technicians for the event.  
All sound services require an Audio Technician.**

- Padded Chairs – *550 available*
- Plastic Folding Chairs – *180 available*
- Banquet Tables (60" rounds) – *45 available, 8 people each*      *Count: \_\_\_\_\_*
- 8 Foot Rectangular Tables – *2 available*      *Count: \_\_\_\_\_*
- 6 Foot Rectangular Tables – *10 available*      *Count: \_\_\_\_\_*
- Tall Cafe Tables – *3 available*      *Count: \_\_\_\_\_*
- Short Cafe Tables – *4 available*      *Count: \_\_\_\_\_*
- Center Stage Add-on Stairs (for Auditorium stage only)
- DVD/BluRay Player w/ TV
- Presentation TV Monitor w/ computer-hookup

Other special furnishing/equipment/dish supply needs and/or requests: \_\_\_\_\_

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**NOTE:** Tables and chairs will be made available in the rental room, but will need to be set up by the renter. A Setup/Teardown Assistant may be requested if the Renter needs assistance. No linens or pipe/drape are available.

**APPLICATION PROCESS AND REVIEW**

**Submitting this Facility Rental Application DOES NOT APPROVE or GUARANTEE AVAILABILITY for desired rental schedule or facilities.**

\*\*No payments will be retained until a Rental Contract is issued, and dates will not be reserved until the signed contract is returned.

Review and processing of applications may take seven (7) business days. If your application is approved, and the requested dates and times are available, a confirmation email will be sent and Rental Contract issued to you. Otherwise, you will be contacted to discuss alternatives. Your request is not confirmed until you receive the confirmation email.

**FACILITY RENTAL PROCESS**

**Step 1:** Read and sign the Rental Guidelines & Regulations, fill out Facility Rental Application, and submit both to the Anthem Event Rentals Manager:

➤ Email to: [AnthemEventRentals@gmail.com](mailto:AnthemEventRentals@gmail.com)

**Step 2:** *IF date/event is APPROVED* - Then a Rental Contract will be issued for the event. Submit security deposit and signed contract to reserve date. *(Contract not valid without security deposit)*

**Step 3:** *60 days prior to event* - Submit 50% payment of total rental fees, and any required paperwork as necessary. *(Certificates of Liability Insurance, equipment counts, or finalized schedule- for rentals with multiple dates)*

**Step 4:** *30 days prior to event* - Submit final payment of total rental fees in full.

**Step 5:** Have a great Event!

*I understand that this application in no way constitutes approval or reservation of my requests. I understand that Anthem Church reserves the right to not approve this rental request, or to cancel or change this agreement at any time due to building needs or unforeseen circumstances. If the agreement must be cancelled due to such circumstances all fees paid will be refunded. I have read through the Anthem Church Facility Rental Guidelines & Regulations. I understand that the Anthem Event Rental Manager will contact me to notify me of any further requirements for my facility rental.*

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date