

## **Rental Policies**

- 1.** A contract may be revoked before or during an event and fees retained withheld for failure to comply to any policies of Covenant Presbyterian Church.
- 2.** Full payment, is due prior to rental period. Reservations will only be made in full-hour increments. Any areas used must be rented. Reservations must include set-up and clean-up time. Reservations are accepted one (1) year in advance. Any arrangements or publicity done before notification of contract approval will be at your own risk. Please make checks payable to: Covenant Presbyterian Church.
- 3.** Reserved areas and common areas must be left clean and undamaged. The center is received by renter at scheduled start time of event, and the center is released to Event Center Host at scheduled end time of event.
- 4.** If there is an issue with the facility that cannot reasonably be remediated in a timely manner the day of and prevents an event from occurring, as determined by the Church staff member on site, the renter will not be allowed to hold the event that day and will either receive a full refund for the event or be allowed to reschedule the event for another date.
- 5.** If there is an issue with the facility that cannot reasonably be remediated in a timely manner the day of but does not prevent an event from occurring, as determined by the Church staff member on site, such as the heat and air units malfunctioning, and the renter decides to continue with their scheduled event, the renter will receive a refund of half of their total rental amount for the event. In the case of a cancellation the renter will either receive a full refund for the event or be allowed to reschedule the event for another date.
- 6.** Early entry and late stays are not permitted to renter, or anyone associated with the event. If additional time is needed, it must be reserved. If the event goes beyond the reservation time specified in the contract, the renter will be billed for the additional time. Staff must be advised of departure time.
- 7.** Event proceedings and guests must not interfere with other groups in the building, including the DHS licensed Daycare and Sunday morning worship, and other rented spaces.

**8.** If renters are late to the opening at the start of their reservation time, they must contact the host at (405) 751-2546. The host will also attempt to reach out to the contact number provided for the renter. If there is no response after 30 minutes from the start of the reservation time, the renter may be subject to forfeit their rental time.

**9.** If tables and chairs are supplied in the space they must be left in the condition and placement in which they were found.

**10.** Set up, clean-up, and trash removal are the responsibility of the renter during the reservation times only. The renter is responsible for leaving rented areas (kitchen, main hall, restrooms), reserved areas, grounds, and equipment clean, undamaged, and in original condition, including floors, countertops, oven, refrigerators, and microwaves. The renter is responsible for depositing trash in appropriate receptacles. Decorations, personal items, food items, and any trash must be removed from all reserved areas and common areas by the end of the scheduled contract time. Church staff is not responsible for any items left behind.

**11.** Only free-standing or weighted decoration/signage is allowed in the facility. The renter may not attach or hang anything to walls, ceilings, floors, doors, or chairs. Use of anything that can be considered trash/debris is strictly prohibited, including but not limited to glitter, bubbles, silly string, artificial flower petals, rice, birdseed, rhinestones, and confetti of any type. Doorways and emergency exits cannot be blocked. Balloons may not be released outside.

**12.** A designated representative must be appointed as the main contact by the renter for the rental form. It is the responsibility of the main contact to ensure that all guests and subcontracted persons (e.g., bartenders, caterers, decorators, DJs) abide by all rules, regulations, of Covenant Presbyterian Church. Staff will not sign for, nor are they responsible for deliveries.

**13.** Open flames and incendiary devices are not permitted, including, but not limited to confetti cannons, color powder, smoke bombs, smoke machines, and fireworks of any type.

**14.** Smoking is not allowed on Church property. Consumption of alcoholic beverages / beer are only allowed if the renter receives prior permission from the Church. The church may require the presence of a licensed bartender for alcohol to be allowed.

**15.** Private security is allowed for the renter at their own arrangement.

**16.** Reservations are unavailable, and the facility will be closed on all City holidays listed below. Holidays that fall on Sundays are observed on that day and the following Monday. Holidays that fall on Saturdays are observed on that day and the preceding Friday.

New Year's Day January 1st

Dr. M.L. King Day Third Monday in January

Memorial Day Last Monday of May

Juneteenth June 19th

Independence Day July 4th

Labor Day 1st Monday in Sept.

Veteran's Day Nov. 11th

Thanksgiving (2 days) 4th Thurs and Fri in November

Christmas (2 days) Christmas Eve and Christmas Day

### **Acknowledgement**

I, \_\_\_\_\_ acknowledge that I have read and agree to the policies stated above and will act as the main contact for the renting group.

Sign: \_\_\_\_\_

Date: \_\_\_\_\_