



# Facility Rental Policies and Procedures

# Rental of New Dawn Restoration Center's Facility

## Overview

New Dawn Restoration Center maintains facilities at 6616 E. Chelsea Street Tampa, Florida 33610. While the facilities are used primarily for the programs and ministries of the Church, the Church membership recognizes its responsibility as part of the Tampa community to allow certain uses by community organizations, local businesses, local churches, and individual members of New Dawn Restoration Center, as long those uses do not interfere with the Church's scheduled programs and ministries. All such events are to be scheduled with the Church Administrative Staff and are subject to the guidelines outlined below.

## Conditions of Use

1. The facilities are available for use by local community organizations, local business, local churches, and individual members of the Church when not scheduled for use in the various programs and ministries of the Church. Any use of the facilities of New Dawn Restoration Center must not be in conflict with the vision, mission, and policies of New Dawn Restoration Center.
2. The use of the Church Facilities for weddings and receptions is covered under a separate policy.
3. Use of the Facilities is subject to a hold harmless agreement signed by the user or an authorized representative of the user organization. The user agrees to pay for any damages to the building and/or its contents that occur as a consequence of the event that exceed the \$100 reservation deposit is **non-refundable**; however, the \$75 security/damage deposit will be returned within 72 hours. New Dawn Restoration Center reserves the right to cancel the use of the facilities at any time with partial/full refund of deposits and/or all fees collected.
4. The user accepts full responsibility for any personal injury and/or liability that may occur to them, members of their group, or any guests while on the premises. The user's signature on this contract releases the Church from any and all liabilities that may arise from such occurrences.
5. Use of tobacco in any form in the church building is prohibited. Illegal consumption of alcohol or any illegal drug on the church property (sidewalks, patios, parking lot, picnic areas, and any other grounds) is absolutely prohibited. Violations of this policy shall cause the cancellation of this contract and revocation of any fees and deposits.
6. Any rearranging of furniture is to be approved in advance with the Church Administrative Staff. If approval is obtained, the furniture is to be restored to its original configuration by the user immediately after the event.
7. A member of the Church Administrative Staff will meet with the renting party in order to familiarize them with the building; its rooms, exits, and emergency equipment.

## Deposits and Fees, Equipment Available, and Room Capacities

### Deposits and Fees:

The user is required to submit TWO (2) checks in the amount of \$150 for the Reservation Deposit and \$75.00 for the Security/Damage Deposit in order to reserve the facility. The Security/Damage Deposit will be returned **within 72 hours of event cancellation or 14 business days** after an event when the Church Representative inspects the facility and confirms there are no additional charges for damages to the facility.

Rental fees are dependent on size of group, type of group, and kind of activity. The charges for renting the Church Facility are based on per hour rental time period with a minimum rental period of 4-hours (see Application for Facility Use). This 4-hour time period includes the time the user will need to set-up and clean up before and after the event.

### Additional Charges

Additional charges may apply if the facility is required for longer than the standard 4-hour time period and when the sound equipment and/or chairs in the Sanctuary are moved and need to be reset.

**Remaining Rental Fees and/or additional charges are to be paid in full at least \_\_\_\_\_ days prior to use.**

### Equipment Available:

Available equipment and furnishings include but are not limited to:

- 25 round tables (60" in diameter)
- 300 metal folding chairs
- Basic sound system

### Room Capacities:

- Please refer to New Dawn Restoration Center Facility Rental Application for room fees.

## Rental Procedures

### Before the Event

1. Check on facility and room availability with the Church Administrative Staff.
2. Complete and submit the Facility Rental Application in order to reserve rental date and time.
3. Submit a check in the amount of \$150 for Reservation Deposit and \$75 for Security/Damage Deposit.
4. Submit a separate check for all remaining fees and charges \_\_\_\_\_ days prior to the event.

### After the Event

1. Clean up the facility and restore all furnishings to their original configuration.
2. Have the Church Representative make an inspection of the building in order to determine if the Security/Damage Deposit may be returned.

## APPLICATION FOR FACILITY USE

Your request to rent the facilities of New Dawn Restoration Center cannot be processed until this application is received. After reading the Church Facility Use Policy please complete this Application with the appropriate information and return the Application to the Church Administrative Staff. Please be sure to sign below and sign the Hold Harmless Agreement on the reverse side. After receiving your application, the time and date of your event will be reviewed and if approved entered on the Church Calendar and you will receive confirmation of your reservation.

Date(s) Rental Request \_\_\_\_\_ Time of Rental \_\_\_\_\_ to \_\_\_\_\_

### Company Information

Name of Contact(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Office Phone # \_\_\_\_\_ Alternate Phone # \_\_\_\_\_

Email Address \_\_\_\_\_ Website \_\_\_\_\_

Are you or your company:  501(c)3  Limited Liability Company (LLC)  
 Incorporated  Other ( \_\_\_\_\_ ) Are you bonded/insured  Yes  No

### Event Information

Title of Meeting / Event \_\_\_\_\_ Approximate # of attendees \_\_\_\_\_

Purpose for Rental \_\_\_\_\_

Is this a ticketed event?  Yes  No If yes, what is the cost per ticket? \_\_\_\_\_

Please check all of the rooms you are requesting use of during your rental.

### Building Usage:

Entire Facility All Rooms)  Sanctuary (8,440 Sq. ft. Capacity – 900+)  Foyer (1,200 Sq. ft. Capacity – 50)  Lobby Café (930 Sq. ft. Capacity – 30)  Fellowship Hall (1,200 Sq. ft. Capacity – 300+)  
 Kitchen (165 Sq. ft. Capacity – 950) **Classrooms:**  Room 102 (592 Sq. ft. Capacity – 50)  
 Room 103 ( 592 Sq. ft. Capacity – 50)  Room 104 (**592 Sq. ft.** Capacity – 100)

Are you in need of any special services or equipment? (i.e., audio, video, tape duplication, food services, special lighting, computers, projector w/ screens, musicians, staff, etc.).

**Please note that additional services will come at an additional cost**  Yes  No

Please specify: \_\_\_\_\_

Are you in need of any graphic design services?

Please note that additional services will come at an additional cost  Yes  No

Would you like for your event to be advertised on outside marquee?

Please note that additional services will come at an additional cost  Yes  No

Please attach proposed schedule of events, including names of special guests & titles of sessions

**RATE SCHEDULE**

Please note that rentals are based on 4-hour rentals PLUS (\$75.00 per additional hour). **NDRC Member** rate requires **ACTIVE** tithing and completion of New Member Classes. **(For weddings, refer to separate policy)** Rental Rates includes: Facility Staff Support to Open and Close

**NDRC Member rate: \$200.00 per hour (minimum of 4 hours with an additional hour for set-up ONLY)**

**Non-Member rate: \$250.00 per hour (minimum of 4 hours with an additional hour for set-up ONLY)**

**Single use room rate FELLOWSHIP HALL AND OTHER ROOMS not including sanctuary - \$127.00 per hour (minimum of 2 hours)**

**Sound Technician – available upon request - \$40.00 per hour**

\*Please return completed form to New Dawn Restoration’s Center’s Office located at 6616 E. Chelsea Street Tampa, FL 33610.

**I have read and agree to the rental terms for use of the facility New Dawn Restoration Center as outlined in the Facility Use Policy of the Church.**

User’s Signature \_\_\_\_\_ Date \_\_\_\_\_

**Hold Harmless and Indemnification Agreement**

**New Dawn Restoration Center Tampa, Florida**

In the event of liability when the premises is under the control or possession of the renting party, the undersigned agrees to defend, indemnify, and hold harmless New Dawn Restoration Center of Tampa, Florida, its officers, agents and employees, individually and collectively, from and against all costs, losses, property damage or otherwise, brought or recovered against any of the above that may arise from or be alleged to be caused by the undersigned’s use of the Church facilities, furniture, or equipment.

User’s Signature \_\_\_\_\_ Date \_\_\_\_\_

# Facility Rental Policies and Procedures

**\*\* Area below to be completed by Church Staff\*\***

<b>Application received by Church Administrative Staff</b>			
Signature of Staff Person _____		Date _____	
<b>Fee Schedule</b>	<b>Charge</b>	<b>Amount Received</b>	<b>Date Received</b>
Reservation Deposit	<b>\$150</b>		
Security/Damage Deposit	<b>\$75</b>		
Total Rental Fee (Due 30 days prior to event)			
Additional Charges (additional time, special equipment, etc.)			
<b>Event Application and Fee Schedule approved by Church Administrative Staff</b>			
Signature of Staff Person _____		Date _____	
<b>Post Event Facility Inspection by Church Administrative Staff</b>			
Signature of Staff Person _____		Date _____	
Any Notes Re: Security/Damage Waiver Deposit Refund	Amount of Refund	Date Returned	