

# First Park Congregational Guidelines, Policies & Procedures for General Building Rentals

Park Church's facility is rented to Business Partners and Non-Profit Organizations. The following Guidelines, Policies and Procedures govern the use of Park Church. All rental activities must be in agreement with established Park Church requirements and must not interrupt Park Church's regular operations.

Park Church does not rent its facility for: political events, birthday parties or showers, filming/videos, or any event or meeting that may conflict with the beliefs or missions of the church. Park Church reserves the right to exclude any rental deemed to be a risk to Park Church property or interest.

Park Church reserves the right, in its sole discretion, to amend or revise these Guidelines, Policies and Procedures.

## Reservations/Deposits/Payments

A tentative available date for your event does not confirm your reservation. A tentative reservation will be held for 7 days and then will be released, unless a rental agreement is pending. A contract will be sent when a tentative reservation has been selected. A reservation will only be considered confirmed when Park Church receives the total rental fee plus a signed contract agreeing with Park Church Guidelines, Policies, and Procedures for Building Rentals. *Sanctuary and Chapel rentals are subject to additional booking requirements and will require a walkthrough before booking is confirmed.*

Payment must be received within 14 days of receiving the contract. Failure to pay within 14 days will result in the loss of your reservation. Payment may be given by cash, check or money order.

All checks should be made payable to Park Church and sent to:

**Park Church**  
**Attn: Events Coordinator**  
**10 East Park Place NE**  
**Grand Rapids, Michigan 49503**

A single contact person must be designated in all matters regarding event arrangements. Only the designee indicated on the signed agreement may make changes to the event.

All changes to original contracts must be made in writing at least two weeks prior to the scheduled event.

## Right of Termination

In the event that Park Church (in its sole discretion and at any time) determines that any violation of Park Church's policies or applicable laws, ordinances, or regulations (including unruly conduct or risk to Park Church property) is likely to occur with the use of its premises and/or equipment during the event, Park Church reserves the right to cancel or terminate the function at any time, including but not limited to, the time when your event is in progress.

In such an event, Park Church shall retain all sums that have been paid. Any such determination shall be pursuant to Park Church's designated representative's sole discretion and shall be binding and final. Park Church shall not be liable to the client for any of the charges generated by, or any deposits made to, any vendor or other provider of services for the event.

## Cancellation/Refunds

If the client requests a cancellation more than 30 days prior to the event date, the client will be refunded all moneys paid to Park Church. If the client requests a cancellation less than 30 days prior to the event date, no fees paid to Park Church will be refunded. Cancellation of weddings is governed under the wedding contract.

## Park Church Hours Available

Daytime Rentals are Monday – Friday, between 8:30am and 4:00pm

Evening Rentals are after 4:00pm.

Weekend Rentals are all day, Saturday and Sunday.

Base Rental includes the area specified on the rental agreement, tables, and chairs. Events must begin and end promptly at the times stated in the rental agreement. THIS INCLUDES SET UP AND CLEAN UP TIME. **Please plan accordingly.**

## Available Spaces

<u>Space</u>	<u>Capacity</u>	<u>Rate</u>
Sanctuary- <i>Requires Additional Contract</i>	600	\$100 hour
Chapel - <i>Requires Additional Contract</i>	80	\$100 hour
Merriam Hall- Accommodates 105 with 15 round tables for dining or 150 with chairs only: <i>In Combination with Other Room Rental:</i>		\$100 hour \$50 hour
Spindler Dining Room- Accommodates 63 with 9 round tables for dining or 70 with chairs only: <i>In Combination with Other Room Rental:</i>		\$100 hour \$50 hour
SDR/Allinder Commons/Lobby Combo		\$100 hour
Parlor- Accommodates 20 people		\$50 hour
Marion Hoag- Accommodates 15 people		\$50 hour
Kitchen – <i>Add on only</i>		\$100 flat
Full Building Rental		\$2000/5 Hours
Custodial Charge – Required, All Events		\$15 hour
Security Charge – Required, All Events		\$13 hour
Dishwasher Charge - Kitchen Rentals Only		\$20 hour

*Non-Profit Organizations receive 25% off. Must provide proof of status.*

## A/V Capabilities

The following equipment is available for rent with any room rental.

Projector Screen (Merriam Hall)	\$10
Projector & Laptop	\$25
PA System (Merriam Hall)	\$25
PA System (Sanctuary)*	\$100
Piano (SDR, Sanctuary, Chapel)	Free with approval, only to be used by Park musicians.

*\*Includes Sound Technician*

## Security and Custodial Fees

Daytime Rentals are charged a mandatory custodial fee of \$15/hour. Daytime rentals are not required to have security unless otherwise determined by Park Church's Events Coordinator or Ministerial Staff.

Evening Rentals are charged a mandatory custodial fee of \$15/hour and a mandatory security fee of \$13/hour. These fees will include 30 minutes before and after the event to ensure a safe entry and exit. Park Church Security will act as an event greeter.

Weekend Rentals are charged a mandatory custodial fee of \$15/hour and a

mandatory security fee of \$13/hour. These fees will include 30 minutes before and after the event to ensure a safe entry and exit. Park Church Security will act as an event greeter.

## Food and Beverage Service

Park Church does not provide table linens, dishes, flatware, napkins, cups, or catering. These are the sole responsibility of the client.

Park Church provides a prep-kitchen for caterers. Caterers should be self-sustainable.

Park Church offers a small set-up of coffee, water, and chocolate chip cookies for \$1/per person. This includes disposal cups, plates, napkins, set-up and tear-down.

Food and drink is not allowed in the Sanctuary, no exceptions.

## Childcare

Park Church does not provide childcare.

## Smoking/Alcohol/Drugs

Park Church is a smoke, drug, and alcohol free campus. There is no smoking, drug, or alcohol consumption allowed in Park Church or on Park Church grounds. **Failure to comply will result in the cancellation of your event.**

## Handicap Access

Park Church is handicapped accessible. Wheelchair accessibility is available via the building's south (main) entrance. All ground floor rooms are accessible. The Sanctuary is accessible via elevator. Handicapped accessible restrooms are available on the ground floor.

## Parking

Parking in the Park Church lot is included for free in all rentals. The maximum capacity is 125 cars. Park Church is not liable for the safety and security of any vehicles or its contents. All vehicles should exit the lot upon the events

completion. Cars are not permitted to park overnight.

Parking is not permitted in any reserved staff spaces along the side of the building. These are clearly marked by signs.

NOTE: the parking lot is a public lot, and the public may pay for access 24/7. Church events also take precedence regarding parking lot use. In these instances, the parking lot is first come, first serve and will close to all cars at capacity. Park Church does not guarantee parking availability and does not provide additional parking. Clients are responsible for notifying guests of parking options should the lot become full.

## Decorations

Decorations are prohibited in all rooms, with the exception of round and/or buffet table centerpieces. If using candles in centerpieces, please have them enclosed in a votive or hurricane jar.

Park Church decor is not removable. This includes, but is not limited to, artwork, banners, liturgical pendants, seasonal decorations, signage, furniture, etc.

## Damages and Property

Clients will be held liable for any damage caused to the Church building or its contents and will be billed for damages at the completion of the event, if appropriate.

Park Church is not liable for the safety and security of any abandoned property left behind by clients after an event. Any items found by Park Church Staff will be placed in the Lost & Found box in the Church office. Park Church cannot guarantee the return of any lost or abandoned items.

Park Church is not liable for the safety and security of any vehicles, bikes, other transportation devices, or their contents, that are parked in the Church lot. Abandoned vehicles will be towed at the owner's expense.

# Advertising

Please include the following on all advertising materials:

**This event is a function of \_\_\_\_\_. This event is not sponsored or produced by Park Church, and any proceeds do not benefit Park Church.**

# Confidentiality

Rental agreements are to remain confidential between clients and Park Church staff. This includes any and all rates/fee waivers for events. Clients who are found to have broken confidentiality will no longer be eligible to rent from Park Church.

# Signature Page

I have read and understand the following Guidelines, Policies, and Procedures for Building Rentals at Park Church. I understand that non-compliance will result in the cancellation of my event.

\_\_\_\_\_  
Client

\_\_\_\_\_  
Date

\_\_\_\_\_  
Park Church Representative

\_\_\_\_\_  
Date

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Date of Event