

FACILITY & CUSTODIAL GUIDELINES

Mt. Hermon is blessed to have a vibrant and active church with many activities planned throughout the year, therefore it is very important to reserve your date as early as possible. Your event must be placed on the church calendar so that the Sanctuary, Fellowship Hall, and/or other facilities can be reserved for you without any scheduling conflicts or confusion. Events may be scheduled through the church office staff.

Members and non-members alike must reserve their event through the church office. Activities of Mt. Hermon and its members take precedence over all other activities. Other groups, including for-profit and political organizations may use the facilities with permission of Congregational Council and are subject to fees.

Custodial services for special services and events are not included in the normal duties of Mt. Hermon's sextons. Therefore, members are responsible for clean up or the additional fees for such services. Please refer to the ***Facility and Custodial Fees*** section located at the bottom of this page.

Facility and Custodial Fees

***The following facility and custodial fees have been approved by the Congregational Council of Mt. Hermon Lutheran Church. Non-members are required to pay facilities and custodial charges, unless waived by council and must complete a request form prior to the date of your scheduled event.**

<u>Member</u>	<u>Member</u>	<u>Non-</u>
Sanctuary	-0-	\$300.00
Routine Custodial Services	\$50.00	\$75.00
<i>*Open & close buildings</i>		
<i>*Vacuum & clean Sanctuary</i>		
Fellowship Hall	\$ 0	\$300.00
Routine Custodial Services	\$75.00	\$75.00
<i>*Clean floors, remove trash</i>		
<i>*Return to normal set-up</i>		
Set-up of Tables & Chairs	\$50.00	\$50.00
Opening & Closing of Building	\$ 0	\$25.00

Church Facility Guidelines:

1. The use of alcoholic beverages is prohibited on church property.
2. Smoking is prohibited in any church building.
3. Furnishings (tables & chairs) and equipment may not be borrowed without permission of the church office. A request form must be filled out prior to the date of your scheduled event.

4. For the safety of you and your guests, please do not place decorations, etc. so as to obstruct aisles or exits.

Fellowship Hall Guidelines:

1. Please return all tables and chairs to their original places after use.
2. Please handle all tables and chairs with extreme care as you set them up and take them down, and please do not roll round tables on the floor.
3. Wipe off all tables after use and sweep up any spills or crumbs.
4. Be sure to turn off lights and heat/air units.

Kitchen Guidelines:

(The Kitchen Committee is not responsible for cleaning after events.)

1. All drawers and cabinets are labeled for your convenience in locating needed items. Plastic grocery bags are located under the sink for your use as well.
2. Check supplies in refrigerator, freezer and pantry before purchasing items such as ketchup, mustard, etc. You are welcome to use what is there as long as it is not labeled otherwise.
3. If urn is used for cold or hot beverages, place the urn on a tray to catch the drip.
4. Clean all counters, dishes, and utensils used and sweep the floor. Please damp mop, if needed.
5. Clean stove after each use. *Do NOT use ANY DISH SOAP on the grill. Use only a hot, wet rag or scrubber provided. Please empty grease tray on the side of the grill.
6. Empty all trash cans and replace with a new liner.
7. Turn off and unplug coffee machines, warmers and any other small appliances.
8. Please make sure all lights, ceiling fans, and heat/air units are off and that all doors are locked before leaving.

FACILITY / EQUIPMENT REQUEST FORM

Group or Organization: _____

Date of Reservation _____ Start Time _____ End Time _____

Room[s] Requested _____

Equipment Requested _____

Contact Person: Name _____ Telephone _____

For Office use

Approved _____ Guidelines/Checklist Provided _____

Comments _____

Information for Custodial Services

Contact Person _____ Telephone _____

Event Date and Time _____

Area[s] to be Used _____

Event / Activity _____

Heat or A/C? _____

Number of Tables _____ Number of chairs _____

(A diagram of the Fellowship Hall's current set-up is located on the back of this page. If tables and/or chairs need to be moved, please indicate on the diagram which ones and where you wish them to be placed.)

Date / Time for Set-up _____ Date / Time for Clean-up _____

Other _____

***Please submit this form TWO WEEKS in ADVANCED of your scheduled event. Thank-You!**

MT HERMON FACILITIES USE AGREEMENT

The undersigned (hereinafter referred to as "Renter") desires to use the facilities of Mount Hermon Lutheran Church located at 3011 Leaphart Road West Columbia, South Carolina 29170 (the "Premises") from Mount Hermon Lutheran Church. (Hereinafter referred to as "Mt Hermon") for the Event and Use Period and at the price set forth in the attached Addendum. In consideration of the rent to be paid and the agreements contained herein, Mount Hermon hereby rents to Renter the Premises in accordance with the terms of this Agreement and the Addendum hereto.

1. **INDEMNITY**. Renter shall indemnify and hold harmless Mount Hermon Lutheran Church from any and all claims, actions, damages, liabilities, and expenses, including attorney's fees and other professional fees, whether raised by Renter, Mt Hermon, or any third party, arising out of or resulting from the acts or omissions of, or violations of this Agreement and its Addendum by, Renter, its guests, agents or employees.

2. **TERM AND TERMINATION**. The term of this Agreement is set forth as "Lease Period" on the attached Addenda. If the Premises are damaged by fire, act of God (i.e., tornado, flooding, etc.), or other casualty prior to the Lease Period, either party may terminate this Agreement immediately upon written notice to the other party. If the Agreement is terminated pursuant to the terms of this Paragraph, the sole obligation of Mount Hermon is to refund to Renter all sums previously paid to Mount Hermon Lutheran Church by Renter in connection with the Lease Period implicated by the fire, act of God, or other casualty. In no event shall Mount Hermon be obligated to repair or restore the Premises.

3. **USE OF PREMISES**. Renter shall not permit the Premises to be used during the Lease Period: (a) by anyone other than Renter, its guests, employees, and other agents or (b) for any purpose other than lawful and moral purposes. No part of the Leased Premises shall be used by Renter, its guests, employees, or other agents in any manner whatsoever for any purpose in violation of the laws of the United States or of this State, County and/or City wherein the Premises is located. Renter shall comply with all such laws, now in effect or hereafter passed during the term of this Agreement. Renter shall not permit pets on the Leased Premises. Renter shall supervise children at all times. Renter shall not permit smoking except in designated areas outside and away from all buildings, porches, patios, or decks.

4. **RIGHT OF ENTRY**. Mount Hermon church staff, members and its agents may enter the Premises at all hours to examine, make repairs, additions, or other work. If a health or accident hazard exists, then such repairs shall be done in the time deemed appropriate by Mount Hermon in its reasonable discretion. Renter agrees that no compensation shall be asked or claim made by Renter for any inconvenience resulting from entry to perform repairs, additions, or work.

5. **ALTERATIONS**. Renter shall not attach anything to any part of the Premises without prior written approval from Mount Hermon as to where it will be attached and in what manner. Renter shall make no alterations or additions to the Premises without prior written consent of the church council. Renter shall remove any alterations and restore the Premises to their original condition at Renter's sole expense. Renter or its agents shall remove all decorations, floral arrangements, & equipment placed upon the Premises prior to the expiration of the Lease Period. For the safety of the Renter and

their guests, the Renter shall not place any decorations, etc. so as to obstruct aisles or exits.

6. PROHIBITED ACTS. Renter shall not permit the following things or acts except with the prior written approval of Mount Hermon Lutheran Church:

- a. NO alcoholic beverages of any kind are allowed on the Premises.
- b. NO use of open/exposed flame candles.
- c. NO use of Flower petals & birdseed in the interior areas of the buildings.
- d. All tables and chairs should be moved with extreme care. Round tables should NOT be rolled on the floor during movement.

7. EXPECTATIONS OF USE AND CLEANLINESS: Renter is expected to clean all facilities used during the event, including kitchen and restrooms unless prior arrangements have been made. It is the expectation that all floors will be swept and mopped, tables and counters wiped clean, trash removed, and all tables and chairs returned to their original location as outlined **at the conclusion of the event**. All lights and heat/air units should be turned off at the conclusion of the event and the doors locked upon departure.

- a. *LINENS: If the linens of Mount Hermon are used it is the responsibility of the Renter to clean and return the linens to their original state within one week of use to the Premises. PLEASE NOTIFY CHURCH SECRETARY ONCE LINENS HAVE BEEN RETURNED.*
- b. If urn is used for cold or hot beverages, place the urn on a tray to catch liquid drip and clean urns after use.
- c. Clean stove after each use as per the instructions in the kitchen.
- d. Empty all trash cans in the dumpster and replace with a new liner.
- e. Turn off and unplug coffee machines, warmers and any other small appliances.

8. ASSIGNMENT OF AGREEMENT. Renter shall **NOT** assign this Agreement or sublet all or any part of the Premises without the prior written consent of the church council or its representative, which consent shall be in the sole discretion of the Mount Hermon church council.

9. ENTIRE AGREEMENT: This Agreement and related Addenda and the Declaration of Covenants, Conditions, Restrictions and Easements for Mount Hermon Lutheran Church contain the entire agreement between the parties hereto and may not be modified in any other manner than by agreement in writing signed by all parties hereto, or their permitted successors-in-interest.

Executed this _____ day of _____ 20 _____.

Renter: _____

Representative of Mount Hermon Lutheran Church

FACILITIES USE AGREEMENT ADDENDUM

TODAY'S DATE: _____ EVENT DATE: _____

NAME: _____

ADDRESS: _____

PHONE: _____ EMAIL: _____

ACTIVITY TIMES (Time of actual event.) _____ RENTAL PERIOD: _____

NUMBER OF PEOPLE: _____ DESCRIPTION OF EVENT: _____

WILL CHURCH LINENS BE USED: Y/N IF YES, HOW MANY: _____

TOTAL FEES:

DEPOSIT: \$ _____

Renter shall pay this amount to Mount Hermon Lutheran Church on the date this Agreement is signed as **refundable security deposit**. Mount Hermon will not confirm Renter's event date without the deposit & signed Agreement. Upon inspection at the conclusion of the event, this will be voided if the facility is left to the above specifications.

BALANCE OF FEES DUE 10 DAYS PRIOR TO EVENT: \$ _____

Payment of this balance is also non-refundable, and Renter acknowledges this lack of refundability is fair and reasonable.

COSTS: Renter shall pay to Mount Hermon Lutheran Church an additional charge of \$100.00 per hour if all flowers, decorations, and people are not off the Premises, and the doors locked, by the end of the LEASE PERIOD.

INCLUDED IN RENTAL: tables, chairs, grounds, parking, common areas of facility

RENTER: _____ Date: _____

Representative of Mount Hermon Lutheran Church

By: _____ Date: _____

ADDITIONAL TERMS:

*RENTAL PERIOD: The time Renter or its guests, employees, or agents (e.g. florist or band) can enter the Premises to prepare & or breakdown for the activity.