

## Melfort Evangelical Covenant Church FACILITY USE & RENTAL POLICY

### **RESERVING THE FACILITY**

In order to reserve any part of the facility, you must fill out the Request for Facility Use Form. You can pick up the form from the MECC Office or request a form via email from [mecc.office@gmail.com](mailto:mecc.office@gmail.com). Reservations must be made ahead of time through the church Office Administrator.

### **AVAILABILITY**

As a church, our main purpose is of course the ministries that take place in our facility. Our programs take priority over other bookings.

### **AVAILABLE AREAS**

#### **The Auditorium (Sanctuary) 397p**

The auditorium has seating for 397 people and the Foyer area. There is no additional charge for furnishings.

The auditorium is equipped with a full sound system, including a 32 channel sound board, DVD/CD player, iPod in, lighting, PC computer attached to a front and rear projector (16:9 ratio). The stage is (30' x 15'). Detailed specs on equipment is available upon request.

#### **Foyer 100p**

The Foyer can be rented on its own but is included when the Auditorium is rented. The foyer is equipped with lounge seating, coffee tables and a large screen tv. A portable sound system (fee) is available for this area.

#### **The Sunroom 97p**

The Sunroom is approximately **1100 square feet (20'x55')** and has a built in PA system. There is an additional portable sound system available to rent. The Sunroom is suitable for groups as large as 97 people.

#### **Kitchen**

Fully furnished kitchen (this is not a commercial kitchen)

### **FEES**

Main Auditorium Event	minimum 2 hours  All Day	\$150 * \$75/addition hr \$600
Funerals	Building AV Technician	\$300* \$75 baseline*  TOTAL: \$300 plus sound needs
Sunroom	hourly rate	\$50/hr

Foyer	w auditorium rental Foyer alone hourly rate	included \$50/hr
Kitchen		\$100/day
Classroom	hourly rate	\$20
AV Equipment	Main Auditorium Sunroom Other	\$50/day A/V tech needed
Facility Coordinator or AV Technician*	Mandatory with Sanctuary AV	\$25/hr (technician & facilitator list in office) \$50/hr (sound)
Custodial	Small bookings (Sunroom, Foyer, Classrooms), custodial costs are included in rental.	Function w Food \$200 Function wout Food \$100
Damage Deposit	<i>Depending on the scale of your event, a second cheque or payment will be required and will be returned upon coordinator's approval of facility condition at conclusion of event.</i>	\$300

\*If AV in main auditorium is required, an AV Technician will be required (\$50/hr). Technicians will default to the Facility Coordinator rate when not providing A/V service.

### **FEE PAYMENT POLICY**

A non-refundable deposit of 25% is required upon making your reservation. All anticipated fees must be paid in full one week prior to event. There is no exception to this policy. Payments should be addressed to:

Melfort Evangelical Covenant Church  
Box 367  
550 Hutcheson Rd.  
Melfort, SK S0E1A0

### **EVENT COORDINATOR**

After your event has been approved and your deposit has been paid, you will be assigned an event coordinator. The fee for the event coordinator is included in the rental fee. Your event coordinator will be your contact person and will walk you through the facility before the event.

### **CANCELLATIONS & RESCHEDULING**

Events must be cancelled in writing and should be submitted to the Office Administrator as soon as possible. Event cancelled one month prior to the event will qualify for a full refund, less a \$50 administrative fee. Events cancelled less than one month prior to the event will not be refunded.

### **AUDIO/VIDEO**

A Covenant Church technician is required for all events requesting sound, lighting or multimedia presentations including events in the Sunroom. Based on the scope of your event, more than one technician may be required. There is an additional fee for this service. Set-up and sound checks must take place during rental time frame with a Covenant technician.

## **FOOD AND BEVERAGES**

Catering, food and beverages for events are to be supplied by the rental group. **We have a policy of no alcohol or tobacco on the premises.**

## **SETUP, DECORATING & CLEANUP**

Decorations are not provided by MECC. You must approve any and all decorations in advance with the church office and locations to be decorated or modified. Painters tape is to be used on painted surfaces. Any damages resulting from decorating will be taken from the damage deposit.

Chairs and tables are provided and should be set up by the rental group. All furnishings must be returned to their original position, removing all decorations.

Access to the rented areas ahead of your event is not included in the rental. If you require the building prior to your event (eg. setting up the night before or the morning of event) the set-up time must be included in your rental fees.

## **STAGE CLEAR**

If the stage is required to be cleared, MECC will provide a technician to prep the stage. There is a charge for this service. The piano and the keyboard may not leave the stage platform for any reason.

## **ADDITIONAL INFORMATION**

- MECC reserves the right to disallow access to the building to any rental group who has violated these guidelines.
- Visitors safety and access to public areas must be maintained during set-up periods.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations. Maximum capacity of the main auditorium is 397 persons.
- Rental Groups are liable for all damages incurred to the premises.
- MECC reserves the right to cancel any event due to unforeseen circumstances. If MECC cancels your event, you will be refunded any and all fees paid.
- Rental groups should only access the parts of the facility that they have rented. Other parts of the facility should be considered off-limits.
- Rental Group must carry their own insurance liability. MECC is not liable for any injuries.

## **MEMBERS:**

Members and regular attendees wanting to utilize the church building for private bookings are asked to make an appropriate donation based on the rental outline.

*All functions large and small, ministry or private function (church members included) must be booked through the church Office Administrator.*

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As a renter of Melfort Evangelical Covenant Church facilities, I agree to follow this *Facility Use & Rental Policy*.

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Renter's Name (Please Print)

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Renter's Signature