

Encounter Church Facility Use Policy

Encounter Church exists to worship God, connect with one another and our communities, and grow to become more like Jesus. Our facility is a gift from God that is to be used to further our mission, support partners, and other non-profit organizations.

1. The use of church facilities will be permitted provided they are consistent with the mission of Encounter Church. The following uses are acceptable:

- Use for the ministries of Encounter Church under the direction and leadership of church staff and volunteers.
- Use by Encounter Partners (Those who have attended the Partnership Class and submitted a signed copy of the partnership form.)
- Use by Regular Attenders of Encounter Church.
- Use by non-profit organizations that share Encounter's vision.
- Use by organizations or individuals that have a substantial relationship to an existing Encounter Church ministry.
- "For profit" events must meet the following criteria, either: (1) All proceeds go to benefit Encounter Church; or (2) Receive approval from the Lead Team.

2. Usage priority is given to all Encounter Church ministry related programs and functions. However, after any non-church event is officially scheduled, it may not be "bumped" by a church activity.

3. All activities (other than normal church activities) must be scheduled using the required Facility Use Request Form at least three weeks prior to the event. Cancellations must be made at least 48 hours prior to the beginning of the event. If the event is canceled in less than 48 hours of the event, the security deposit will not be refunded.

4. Encounter reserves the right to deny a usage request based on their determination of the priority of the activity.

5. Blackout Dates: No weddings or large events will be scheduled during the week leading up to Christmas, the week following Christmas, all holidays on weekends, the Saturday following Thanksgiving, or the week leading up to Easter. During these times, all art work/decorations, etc. in the church may not be disturbed in order to accommodate a non-church event.

6. A maximum of one wedding or large event (100+ people) per weekend (Friday and Saturday) is permitted. All Saturday events must be completed in the entirety (including clean up) by 5:00 PM.

Appropriate Usage Guidelines

1. An event host will provide access to the building and remain on site for the duration of the event at a rate of \$25/hr. Event Host will be responsible for making sure all doors are locked and secured at the scheduled time of the event ending.
2. Encounter is not responsible for damage to or loss of personal items brought into the facility by the organizer (i.e. musical instruments, artwork, decorations, etc).
3. Renter is responsible for set-up and take down. Rooms must be vacated promptly at the time indicated on the reservation form.
4. No smoking or alcoholic beverages will be allowed in the church, parking lot, or on the grounds.
5. Tacks or nails are not to be used on the furniture, beams, walls, or floors. Tables should be protected from hot dishes.
6. Church furniture and equipment (chairs, tables, sound, technical or audio equipment, etc.) are not to be removed from the church.
7. Auditorium stage furnishings such as musical instruments, tables, decorations, and seating may be moved only with the approval of Encounter Staff. If the stage needs to be cleared, all musical instruments and sound equipment may only be moved by a designated person from the Encounter Worship Team and an additional fee of \$100 may apply.
8. The coffee-making equipment (Bunn brewers & espresso machine) in the Cafe are only to be operated by an approved Encounter barista. Baristas can be hired for \$25/hr upon request.
9. Candles may be used in the church only with prior approval. Candles must be dripless and be set away from flammable surfaces. Strict compliance with fire regulations is mandatory. Glitter, rice, confetti, birdseed, etc. shall not be used or thrown inside or outside of the building. Violation of any of the above guidelines will result in part or all of the security deposit being withheld.

Kids! Space Polices

1. All youth and children's activities must have a responsible adult in attendance. Children in attendance for any event rental must stay in the same reserved room with the adults. Renters may request a list of approved childcare workers who the renter will be responsible for contacting, hiring, and paying to watch children in the specific room(s) approved through the facility usage application. Due to safety and liability concerns, children are not be allowed to roam the church unsupervised.

2. No food or drink, with the exception of water may be consumed in the Kids! Play Lobby.
3. Classrooms off of the Play Lobby are not included in the rental of the Play Lobby and shall remain locked during events.
4. Use of the Mom & Baby Lounge, located off the Kids! Play Lobby may be reserved for an additional fee of \$25.
5. Any rental of the Kids! Play Lobby requires the presence of an approved Kids! Space Supervisor (KSS) for your safety. Encounter staff will facilitate the placement of an approved KSS. Payment for KSS is calculated at \$25/hour.

Financial Policies

1. All fees must be collected prior to the event. Make checks out to Encounter Church with the event named in the Memo line. A separate check must be written for the security deposit. Security deposit check will be securely destroyed by Encounter staff after it has been determined and communicated to the renter that there are no issues to resolve.

Checks should be mailed to:

Encounter Church
Attn: Office Coordinator
4620 Kalamazoo Ave
Kentwood, MI 49508

2. The individual that signs the facility usage application will be held financially responsible for expenses associated with repair or replacement should any damage occur. All damage or breakage should be reported immediately to curious@encounterchurch.org

3. If you require the use of table and chairs, we have some available for your use.

a) Kentwood: For a \$50 fee you may use up to 15 - 6 ft. folding tables, 10 round tables, and up to 90 folding chairs. Renter is responsible for the set-up and clean-up of tables and chairs.

b) Fulton Heights: For a \$50 fee you may use up to 12 folding tables, 12 round tables and 120 chairs. Renter is responsible for the set-up and clean-up of tables and chairs.

4. The specific room(s) that have been requested and approved through the facility usage application are the only rooms that may be utilized. Usage of other rooms during the event will result in the loss of the security deposit.

5. Cleaning team fees are included in the cost of rental.

6. An approved sound technician is required for any rental of the Auditorium and may be required for rentals utilizing other audio visual capabilities in other spaces. The Technician will operate all lighting, projection, and sound equipment. Encounter staff will provide the renter with the contact information of the sound tech. Fees are calculated by Encounter staff at \$25/hour.

7. A tech run-through is required for any event that a technician is hired for. The run-through must take place at least 24 hours in advance of the event and be scheduled with Encounter Staff assistance.

8. In light of our value to “love where we live,” Encounter is pleased to offer a discounted rate of 25% off of room rental fees for approved non-profit organizations. The non-profit discount rate extends only to room rental fees [excluded are weddings and funerals] and does not include event host, cleaning personnel, sound techs, kids space supervisor, and table and chair rental fees, etc.

Breakdown of Fees for External Renters:

Kentwood	Cost	Capacity
Auditorium	\$500*	315
Upper Lobby	\$125	150
Cafe	\$125	50
Play Lobby**	\$150	40
Mom & Baby Room	\$25	6
El Worship Room	\$75	25
El Small Group Room	\$75	20
Youth Room	\$125	40
Meeting Room	\$25	8
Tables and Chairs	\$50	90
Sound Technician	\$25/hr	-
Kids Space Supervisor	\$25/hr	-
Security Deposit	\$100	-

Fulton Heights	Cost	Capacity
Auditorium	\$500*	300
Upper Lobby	\$225	100
Multipurpose Room	\$200	100
Mom & Baby Room	\$25	10
Kitchen	\$50	-
Meeting Room	\$25	12
Tables and Chairs	\$50	120
Sound Technician	\$25/hr	-
Security Deposit	\$100	-

*An additional fee of \$100 may apply if stage equipment needs to be removed or adjusted.

**Any rental of the Kids! Play Lobby requires the presence of an approved Kids! Space Supervisor (KSS) for your safety. Encounter staff will facilitate the placement of an approved KSS. Payment for KSS is calculated at \$25/hour.

Additional Rentals:

External Wedding Rental Pricing

Weddings can be done at either Encounter Location.

Kentwood: The rental fee includes the following spaces & cleaning for Kentwood: Auditorium, Upper Lobby & Cafe, Meeting Room, Elementary Small Group Room, Elementary Worship Room, and table & chair rental. An Event Host is required for \$25/hr and will help with facility arrangements prior to the wedding. Included in the rental is adding a center aisle and the rehearsal. Day of AV Tech and Event Host costs to be calculated with the Office Coordinator.

Wedding with No Reception: \$1,200

Add-ons:

Reception in Upper Lobby & Cafe: \$300

Fulton Heights: The rental fee includes the following spaces & cleaning for Fulton Heights: Auditorium, Lobby, Mom & Baby room, & Meeting Room. An Event Host is required for \$25/hr and will help with facility arrangements prior to the wedding. Included in the rental is adding a center aisle and the rehearsal. Day of AV Tech and Event Host costs to be calculated with the Office Coordinator.

Wedding with No Reception: \$1,200

Add-ons:

(Fulton Heights) Reception in Multipurpose Room: \$300

Funeral Rental Pricing

Funerals can be done at either Encounter Location. \$25/hr is required for an Event Host.

Kentwood: The rental fee includes the following spaces & cleaning for Kentwood: Auditorium, Upper Lobby & Cafe, and Meeting Room. Day of AV Tech and Event Host costs to be calculated with the Office Coordinator.

Service Only: \$600

Service & Luncheon: \$750 *Includes table and chair rental.*

Fulton Heights: The rental fee includes the following spaces & cleaning for Fulton Heights:
Auditorium, Lobby, & Meeting Room.

Service Only: **\$600**

Service & Luncheon: **\$750** *Includes table and chair rental.*

INTERNAL RENTALS - Partner Pricing**

Partners who rent receive 50% off regular rental fees excluding wedding fees. Regular rentals [not weddings and funerals] 50% off rental fees. AV Tech and Event Hosts [as needed] fees will be calculated with the Office Coordinator.

Partner weddings**:

Wedding Only: **\$1,000**

Includes the following spaces & cleaning: Auditorium, Upper Lobby & Cafe, Meeting Room, Elementary Small Group Room, Elementary Worship Room, and table & chair rental. Event Host will help with facility arrangements prior to the wedding - adding a center aisle is included. Rehearsal rental also included. Day of AV Tech and Event Host costs to be calculated with the Office Coordinator.

Add-ons:

Reception in Upper Lobby & Cafe: **\$200**

Partner funerals**: Complimentary

**Partner weddings and funerals require an Event Host.