



come just as you are

BUILDING RENTAL AGREEMENT

- 1 AGCMCC Policies:** All paid and unpaid guests agree to abide by all relevant AGCMCC policies, including but not limited to the **BUILDING USE POLICIES** (attached). Guests are fully responsible for the care of the church building and property during scheduled event(s). Guests violating these policies will lose their reservation privileges.
- 2 Reservations:** Space must be requested 60 days in advance of the event. Consult AGCMCC's online web calendar (www.calendarwiz.com/agcmcc) for potential conflicts, then contact the church office to make a reservation (612 824 2673, info@agcmcc.org).
- 3 Payment:** Reservations are **only** confirmed upon receipt of a **non-refundable** deposit. The fee balance must be paid - or the event must be canceled - 15 days prior to event or the reservation and deposit will be forfeited.
- 4 Set-up and Take-down:** The renting party assumes responsibility for all event preparation/set-up and clean-up. Set-up and take-down time should be established at the time of rental arrangements. Guests will see that the property is left in the condition and arranged as they found it, per the **BUILDING USE POLICIES (Housekeeping)**.
- 5 Alcohol:** Please refer to the **BUILDING USE POLICIES** regarding serving alcohol. *Under no circumstances can alcohol be sold on the premises.*
- 6 Custodial Services:** AGCMCC agrees to provide guests with a clean, accessible, comfortable facility. Guests are expected to leave the building as they found it, which includes removing all food, taking garbage to the dumpster, wiping tables and cleaning spills. Additional fees will apply for special custodial requests.
- 7 Sanctuary Sound System:** AGCMCC will provide a Sound Technician for basic sound support in the Sanctuary. **The renter must arrange all sound and/or video needs with our Sound Engineer prior to each event.** Consultation with our Sound Engineer may be coordinated through the church office, 612-824-2673.
 - Basic sound support (standard console set-up and stage cabling, and up to 4 inputs) for up to three hours is included with the Sanctuary rental fee.
 - More complex sound and/or video support is available at additional fees. Please see the "Supplemental Services and Equipment Rental Fees" portion of the FEE SCHEDULE.
- 8 Candles:**
 - AGCMCC can provide two standard altar candles as part of Sanctuary rental.
 - **No other candles are permitted without approval; guests may be charged an additional fee for their use.**
- 9 Minnesota law prohibits the throwing of rice.**
- 10 Deliveries** must be coordinated through the church office, 612-824-2673.

BUILDING RENTAL FEE SCHEDULE

FACILITY FEES	First 3 HRS		PLUS EVERY ADDITIONAL HOUR	PLUS DAMAGE DEPOSIT
	BASE FEE	AGC/Non Prof		
The Sanctuary includes basic sound support with standard console setup. Other sound and video support is available for additional fees. See Supplemental Services and Equipment FEE SCHEDULE. Seats up to 400	\$350	\$250	\$50 \$50	\$100 \$100
Ackerman Hall , with kitchen use, including use of appliances, cookware, coffee pots and serving pieces Seats up to 200	\$300	\$200	\$50 \$50	\$100 \$100
Ackerman Hall , without kitchen use	\$150	\$100	\$25 \$25	\$50 \$50
The Chapel Seats up to 50	\$150	\$100	\$25 \$25	\$50 \$50
Ackerman Hall Classrooms Seat up to 15	\$25	\$25	\$10	NA
Conference Room Seats up to 20			\$10	NA
Parking Lot for an event on the lot e.g. outdoor concerts, flea market. (Available parking is included with all building rentals.)	\$300	\$200	\$50 \$50	\$100 \$100

SUPPLEMENTAL SERVICES & EQUIPMENT FEE SCHEDULE

SERVICE FEES	FEE
<i>Pastoral Services for Weddings:</i> Includes all planning sessions and rehearsals	\$200
<i>Sound or Video Projection Technician</i>	\$25 per hour
<i>Building Host:</i> When necessary for weekend or extended hours rental.	\$10 per hour
<i>Custodial:</i> Routine services included in Facility Fee. Additional services TBD depending on activity.	\$20 per hour
EQUIPMENT FEES	
<i>Sound & Video Equipment:</i> Three hours basic sound support with standard console setup is included in the Sanctuary rental fee.	No Charge
<i>Additional fees for other sound and video services:</i> Custom sound setup, cabling and mixes (AGCMCC Sound Technician required. Technician fee included in Sanctuary rental fee.)	\$50
<i>Video Projection</i>	\$50
<i>Musical Instruments:</i> Piano Organ, drums, other instruments - by special arrangement	No Charge TBD

BUILDING USE POLICIES

All God's Children Metropolitan Community Church (AGCMCC) is blessed with a beautiful building to support both church and community activities. These policies support the safe and respectful use of the property, and they apply to both AGCMCC-related and external guests using the building, whether or not a rental fee is charged. No renter or user will permit the building to be used for any immoral or illegal purpose and will not use or permit the use of the building in any manner which involves the unusual risk of injury to any person.

ALCOHOL USE: Selling of alcohol, including beer, wine, champagne and/or hard liquor is illegal and prohibited at any event on the premises, inside or outside the building. "Selling" includes any payment of money in the form of:

- an admission fee to an event where alcohol is served
- donations received at an event where alcohol is served
- the purchase of drink ticket/s in advance or at the event
- a cover charge
- charging by the drink or container
- any other method of payment for alcohol.

AGCMCC does not serve alcohol at AGCMCC sponsored events. An AGCMCC sponsored event is any event sponsored by the church, its Board of Directors or any AGCMCC ministry team, (e.g., dances, social functions, dinners, and concerts). Any exception to this policy requires AGCMCC Board of Directors approval in advance.

Any group providing alcohol may serve only beer, wine or champagne. Serving alcohol is subject to the following limits:

- All guests consuming alcohol must be 21 years of age or older
- The building renter must provide a designated alcohol monitor to insure that all persons consuming alcohol have proper identification of age and are consuming and behaving responsibly.
- The renter accepts all responsibilities for themselves and guests and will not hold AGCMCC liable for any damage to person or property as a result of alcohol consumption during or immediately after the event.

COMBUSTIBLES: For the safety of all who use this facility, renters may not bring into the building any kerosene, gasoline or other combustible or explosive fluid or material or chemical substance. No Renter will use any method of heating or air conditioning other than that supplied by AGCMCC without prior written approval from the Property Team.

DECORATIONS: Decorations will be of a type and placement that will not damage the property, or create obstructions. At least one person in attendance at all times during an event must be familiar with the location and operation of fire extinguishing equipment. A list of fire extinguishing equipment locations is attached.

- Guests may only use decorations that
 - Are flame retardant and non-staining
 - Use U.L. listed or approved decorative lights (for indoor use) and extension cords
 - Use artificial Christmas trees
- Decorations must be attached with blue painter's tape only. No nails, screws, tacks or other similar type fasteners are to be used on walls, woodwork, wood or furniture.
- No decorations will be attached to ceilings, ceiling tiles or light fixtures anywhere in the building.
- Decorations cannot cover or block heat or air return vents
- Entrances, exits and aisle-ways must remain unobstructed at all times

DELIVERIES: There is no loading dock at the building. Deliveries must be coordinated through the Director of Administration for convenient and safe access. AGCMCC will not be responsible for the loss or damage of delivered property.

ELECTRICAL APPLIANCES: All electrical appliances such as window air conditioners, fans, portable heaters and other equipment should be turned off or disconnected before leaving the building. For safety and energy conservation, please do not leave any appliances running overnight.

FOOD & BEVERAGES: Guests may not have any food or beverages other than clear water into the Sanctuary. Please see the **KITCHEN USE/FOOD PREPARATION & SERVICE** section of these policies for additional information on food preparation and service.

HOUSEKEEPING: Building users will leave the property in the condition and arranged as they found it. Guest must clean rented space after each use. Guests who fail to do so will lose reservation privileges.

Special custodial services are available for additional fees and must be requested when the reservation is confirmed.

The toilet rooms, toilets, urinals, wash bowls and other plumbing fixtures will not be used for any purposes other than those for which they were constructed, and no sweepings, rubbish, food, coffee grounds, rags, or other foreign substances will be placed in plumbing fixtures. All damages resulting from any misuse of the fixtures will be borne by the renter or user causing the damage.

INSURANCE: All guests holding Non-AGC sponsored events must show proof of insurance coverage for the event.

KITCHEN USE/FOOD PREP & SERVICE: The kitchen is available to support hospitality and food service.

- Food preparation is permitted only in the kitchen. Hot pots, coffee pots, soup pots, electric skillets or any other cooking or heating devices are to be used only in the kitchen.
- Food and beverages are served and consumed **only** in Ackerman Hall.
- Refrigerator and freezer space needs to be planned in advance and coordinated with the Hospitality Team.
- All food storage will be in the refrigerator, freezer or in covered glass or hard plastic food storage containers.
- All leftovers need to be removed at the conclusion of the event, unless storage arrangements are made in advance with the Hospitality Team.
- The kitchen must be left in the order it was found. Guests must do all their dishes, wipe off counters and appliances, sweep the floor and take garbage to the dumpster.
- Be sure that all cooking appliances are turned off before leaving the area.

PARKING: Off-street parking is available in the lot to the west of the building off of 31st Street. Four designated handicap-parking stalls are available at the SW corner of the building near the handicap ramp and entrance. The handicap stalls are accessible from the alley at 31st Street.

PETS: No animals, except dogs specifically trained to serve as assistants to the physically challenged, are allowed in the building. The one exception to this is any "Blessing of the Pets" religious service.

PHONES: Phones are available in the reception area inside the 31st Street door, and in the lower level hallway at the south end of the building. Local calls of short duration are permitted; long distance calls are not permitted.

RISK MANAGEMENT/INCIDENT REPORTING: Please notify the office of any situation resulting in injury or any incident involving the use of the building or grounds as soon as possible.

SECURITY: Guests who receive keys and alarm codes are bound by AGCMCC **SECURITY POLICIES**. Locks and keys cannot be changed, replaced, re-keyed or keys copied by building users for any door of the building.

SIGNAGE:

1. **Permanent signage:** All permanent interior and exterior signage is developed and managed by the AGCMCC Property Team. Signs may not be altered, removed or installed at any time without prior approval.
2. **Temporary signage (e.g., notifications, promotional posters, directions):**
 - AGCMCC's Director of Administration manages the approval, placement and posting of temporary interior signs.
 - Signs may **only** be posted on bulletin boards, marble walls in the bathrooms, or in plastic stand-up tabletop sign holders. **Do not post on wood, glass or painted surfaces.**
 - Any showcases, banners or other articles or forms of signage to be placed on the grounds or attached to any part of the exterior of the building must be approved by the AGCMCC Property Team.

SMOKING: This is a non-smoking building. Certain locations around the exterior of the building have been designated as smoking areas with receptacles provided for extinguishing smoking material.

SNOW REMOVAL: AGCMCC contracts for snow removal for its sidewalks, steps and parking lot. However, depending on the time of the snowfall and the contract service schedule, building users must clear snow and/or apply ice melt to sidewalks and steps to keep paths clear and safe. Shovels and ice-melt are provided at the main front doors on Park Ave., the 31st Street door and the Handicap entrance.

SOUND SYSTEM : The sound system in the Sanctuary can be used only with prior approval of the Sound Engineer. See FEE SCHEDULE for applicable fees.

TRASH : No hazardous material, appliances, equipment or flammable products of any type will be placed in the trash receptacles.

When cleaning up after an event, guests must remove all garbage from the rented space and place in dumpster at the rear of the building. Trash facilities are designed to handle only the amount of trash generated on a weekly basis by routine AGCMCC operations. Sponsors of an event that generates a large amount of trash may be charged a disposal fee.

FIRE EXTINGUISHER LOCATIONS

(Dry Chemical Type and Halatron Type)

Floor	Location on Floor
1 st Floor	Reception Area outside Chapel
	Back Office (SW corner of building: phone system/network server closet)
	Choir Robing Room
	Walkway behind Alter
	Narthex North
	Narthex South
	Handicap Entrance
2 nd Floor	Hallway North (Near Pastor's Office)
	Hallway South (Near Volunteer Office)
	Inside Organ Room (Mid-Hallway)
Lower Level	Social Hall (NW Corner)
	Kitchen (Right Inside Door)
	Boiler Room Entrance (Right Inside Door)
	Workbench Area
Balcony	South Side

BUILDING RENTAL APPLICATION



ALL GOD'S CHILDREN
A METROPOLITAN COMMUNITY CHURCH

come just as you are

EVENT/ORG:

EVENT DATE(S):

START/FINISH TIME OR DURATION:

CONTACT:

please designate one contact person for your group

PHONE:

EMAIL:

RENTAL REQUEST	FIRST 3 HRS		EACH ADDITIONAL HOUR	DAMAGE DEPOSIT	FEE
	BASE FEE	AGC MEMBER & NONPROFIT FEE			
SPACE REQUESTED:					
<input type="checkbox"/> SANCTUARY (SEATS 400)	\$350	\$250	\$50	\$100	
<input type="checkbox"/> ACKERMAN HALL (SEATS 200)	\$150	\$100	\$25	\$50	
<input type="checkbox"/> ACKERMAN HALL & KITCHEN	\$300	\$200	\$50	\$100	
<input type="checkbox"/> ACKERMAN HALL CLASSROOMS (SEATS 15)	\$25	\$25	\$10	NA	
<input type="checkbox"/> CHAPEL (SEATS 50)	\$150	\$100	\$25	\$50	
<input type="checkbox"/> CONFERENCE ROOM (SEATS 20)	\$25	\$25	\$10	NA	
<input type="checkbox"/> PARKING LOT ONLY	\$300	\$200	\$50	\$100	
ATTENDANCE EXPECTED: _____					
SPECIAL SERVICES:				FEE	
<input type="checkbox"/> PASTORAL (FOR WEDDING PLANNING, REHEARSAL, OFFICIATING)				\$ 2 0 0	
<input type="checkbox"/> SOUND OR VIDEO PROJECTION TECH				\$25/HR	
<input type="checkbox"/> BUILDING HOST				\$10/HR	
<input type="checkbox"/> CUSTODIAN				\$20/HR	
EQUIPMENT:					
<input type="checkbox"/> CUSTOM SOUND, CABLING, MIXES				\$50	
<input type="checkbox"/> VIDEO PROJECTION				\$50	
DEPOSIT (DUE AT BOOKING)					
BALANCE DUE (DUE ON _____)					

By signing here, I indicate understanding of and agreement with AGC's building policies and fees:

Signature

Date

STAFF USE: key code _____ status _____ ret due _____ ret date _____