



Far West End Seventh-Day Adventist Facility Rental Guidelines

The Far West End Seventh-day Adventist (FWESDA) church would like to make your event as pleasant as possible. We offer the following guidelines to help the event run smoothly.

Please check <https://www.virginia.gov/coronavirus/> latest Virginia Executive Order for Private Gathering Restrictions (COVID-19)

Application - Fully completed **Rental Request/Application** form must be submitted a minimum of **30** days prior to proposed event.

Church Representative - A **FWESDA Site Coordinator (FSC)** is required for each event. The FSC must be present during the entire event from setup through to breakdown.

- There is an hourly charge for the FSC.
- Individual FWESDA members may apply to be an FSC and must be approved by the FWESDA Facilities Use Committee to serve in this capacity.

Restrictions - No alcoholic beverages, drugs, or smoking permitted on the church property.

Fees - Rental Fees and Deposit must be paid two weeks prior to the event. Number of hours renting the facility must include setup of event, clean up and event itself.

Fees Per Hour		# hours 1	# hours 2	# hours 3	# hours 4	# hours 5
Facilities Use Fee	\$ 50.00	\$ 50.00	\$ 100.00	\$150.00	\$200.00	\$250.00
Kitchen Privileges	\$ 25.00	\$ 25.00	\$ 50.00	\$ 75.00	\$100.00	\$125.00
FWESDA Site Coordinator	\$ 20.00	\$ 20.00	\$ 40.00	\$ 60.00	\$ 80.00	\$100.00
Sound/video technician	\$ 20.00	\$ 20.00	\$ 40.00	\$ 60.00	\$ 80.00	\$100.00
Hourly Total		\$ 115.00	\$ 230.00	\$345.00	\$460.00	\$575.00
Security Deposit	\$ 400.00	\$ 400.00	\$ 400.00	\$400.00	\$400.00	\$400.00
Hourly plus deposit		\$ 515.00	\$ 630.00	\$745.00	\$860.00	\$975.00

Availability –

- Facility rental for events not directly sponsored by FWESDA are not permitted during Sabbath hours from **sundown Friday to sundown Saturday**, including setup or breakdown.
- FWESDA church events will be scheduling priority over outside rental requests not previously approved and confirmed with required payments.

Spaces Available - Areas available for rental within the facility include:

- Sanctuary/fellowship hall, Storage room behind sound booth, bathrooms and entry foyer. See **Use Fee Schedule**
- Kitchen- See **Kitchen privileges Fee Schedule. (NOT available for rental at this time)**
- Individual classrooms, storage rooms and utility room are NOT available for rental.

Food Area restrictions - Food and drink should not be consumed in the hallways, bathrooms or foyer.

Setup & Breakdown - All items owned by the church must be returned to their original location immediately after the event.

- **Tables** must be cleaned and returned to their proper storage location. See **Table Storage Diagram**.
- **Floors** must be vacuumed and cleaned of any spills.
- **Chairs** must be returned to original locations according to current **Chair Placement Diagram** after the event is over.
- **Kitchen** - See **Kitchen Addendum** for use and clean up.
- **Vendors** - Florists, caterers, decorators, etc., must deliver and/or set up **only during the reserved times** as arranged in request.
- **Decorations** -
 - Decorations may not be attached to walls, chairs or other furniture by any method which could cause damage (i.e. tape, glue, tacks, pins, or nails)
 - Cost of repair to any damage to walls/furniture could result in possible loss of deposit

Heating/Cooling - HVAC systems are programmed. The FSC will have ability to adjust thermostat if required.

Audio/Visual - The sanctuary A/V system and television monitors in facility are **not included** in standard facility rental.

- If A/V system is desired, a trained **FWESDA AV Technician** must be hired hourly for:
 - Event duration,
 - Any required rehearsal time,
 - Plus additional 1-hour A/V setup/breakdown time. See **Fee Schedule**.

Platform/Stage - The platform/stage and piano may not be moved. Items on stage may only be moved with supervision of FSC and must be returned to original placement.

Storage - Event items must be removed immediately. No overnight storage permitted without written permission.

Exterior- No parking or driving on non-paved areas.

Cleanup - The church facilities must be cleaned immediately following the event according to the request schedule. Please plan ahead to have for a clean-up crew ready for action. **See Addendum of Cleaning Procedures.**

Inspections – Requestor's representative and **FSC** must perform a brief initial inspection noting any preexisting conditions or areas of concern. Prior to departure, the FSC and rental representative will repeat the inspection noting any damages and ensuring that everything is properly cleaned and returned to pre-event condition. See **Pre-Event and Post Event Inspection Form**

Wedding Notes:

- **Coordinator** - You may use an independent wedding coordinator, but a FWESDA Site Coordinator is still required and does not function as your wedding coordinator.
- **Candle Use Restrictions** – Flames and wax are not permitted.
- **Bridal Send-Off Restrictions:**
 - **Indoors:**
 - No throwing of any type. This endangers the safety of those using the facilities.
 - No bubbles.

o **Outdoors:**

- o No throwing of confetti, cake sprinkles, paper or plastic products.
- o All traces of any send-off materials or vehicle decorations must be removed from property (including lawn, hedges, sidewalk, driveway and parking areas).

Security Deposit – Return of security deposit will be based on:

• **Condition** –

- Property must be cleaned and left in pre-rental condition.
- Damage or failure to clean according to guidelines will result in reduction or loss of security deposit.
- You will be charged for any additional costs for cleaning repairs in excess of your deposit.

• **Overtime** - Time beyond that scheduled in request for FSC or AV Technician will be deducted from deposit or you may pay FSC and AV technician directly.

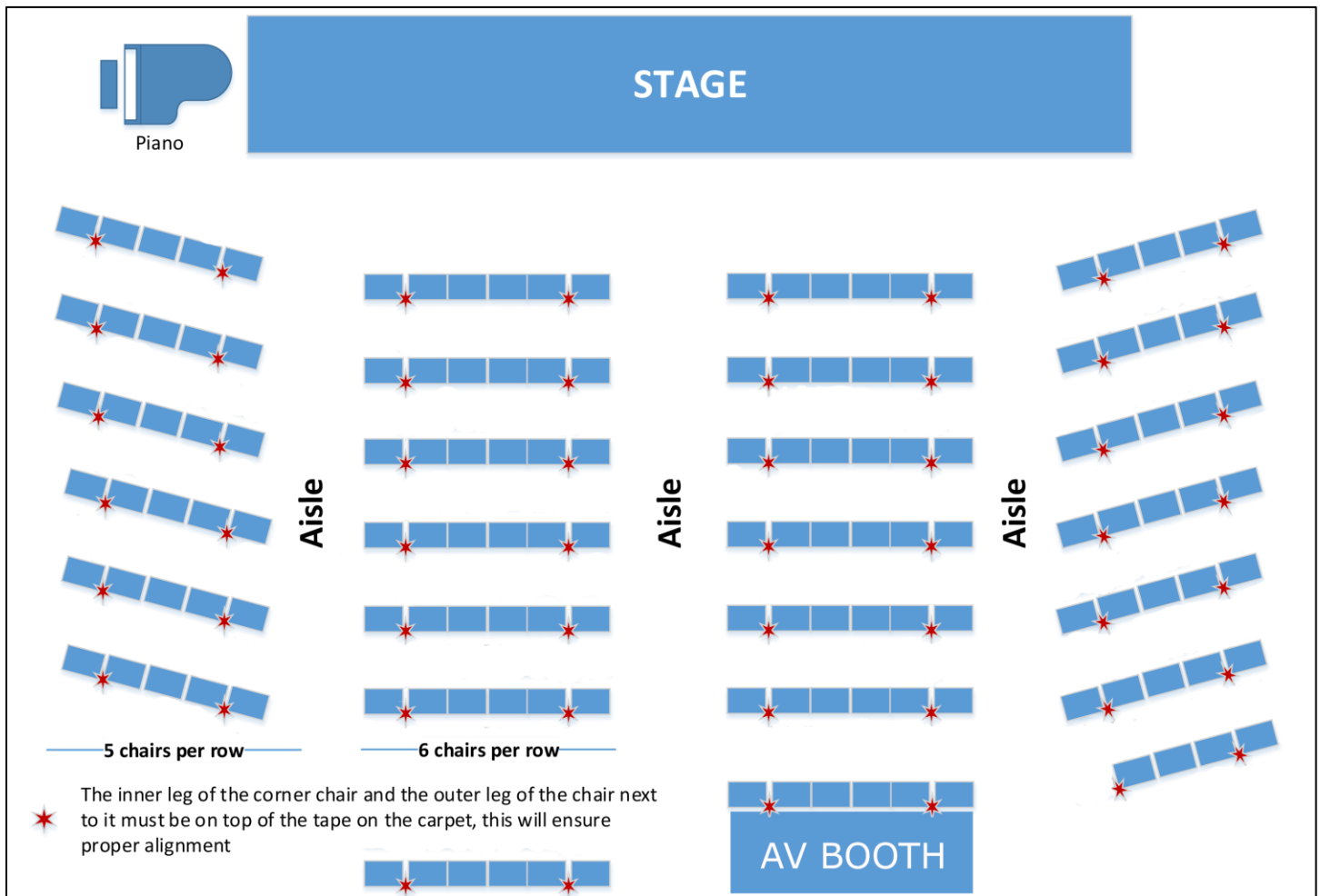
• **Payment-**

- o Payment to AV and FSC are made directly to individuals prior to event
- o Payment for rental of facility and security deposit are made to FWESDA.

• **Refund** – Following an acceptable post-rental inspection, the security deposit refund due will be returned within approximately 14 days of by same method as originally paid.

Liability -

- **Personal Items** - The church is not responsible for personal items that maybe broken, lost or stolen.



Sanctuary Set-up Diagram

FWESDA Standard Cleaning Guidelines

A. Supplies-

- Supplies are located in the utility room between the two bathrooms. You will find vacuum, brooms, and cleaners.
- Paper towels and toilet paper are in the closet or under the sinks in the bathrooms.
- If supplies are out, notify Facility coordinator of any supplies

B. General

- Take out all trash to dumpster behind the church. Make sure the doors to the dumpster is closed to keep animals out.

C. The Sanctuary

- Make sure the chairs are **straight and setup correctly** based on **Sanctuary Set-up Diagram (pg. 3)** provided. (use tap on floor to align chairs correctly in rows)
- **Sanitize** chairs and doorhandles with sanitizing spray
- **Vacuum** the platform floor and sanctuary/fellowship hall
- **Check** to see that trash is not found under any of the chairs.
- For the storage closet at the back of the church please make sure the room has **no trash**. Place a **table and chairs** back in place.
- All Glass windows and doors will need to be thoroughly **cleaned, or at minimum, wiped off of any smudges on the inside.**
 - Use Windex and paper towels

D. The Foyer and Hallway

- Glass windows on doors and side should be **clean and free of smudges.**
 - **Use Windex and paper towels**
- Entire Foyer and Hallway should be vacuumed—from one end to the other.
- Wipe or clean furniture/tables of any drinks/food spilled or left behind.

E. The Restrooms

- Clean sink counter area and sinks, including faucets.
 - Use Clorox wipes or equivalent.
- Clean mirrors and frames.
 - Use Windex and paper towels
- Clean toilets, seats and underneath each toilet and urinal.
 - Using toilet brush and toilet cleaner for in bowl
 - Using Windex and towels for exterior

- Empty out trash bags of trash cans and women's bathroom famine hygiene trash cans and replace with new ones.
 - New bags are in bottom of trash cans or in bathroom cabinets or in utility closet
- Sweep/vacuum and mop floor thoroughly.
 - Mop floor with Lysol or other all-purpose cleaner located in utility closet/room
 - Please note that there are mops for use in the kitchen and different ones for the bathroom. Please notice label on mops.

Note:

- **If items and areas are not cleaned up properly a cleaning charge of \$75 will be deducted from your deposit.**
- **If any items are broken please let the Facilities Manager on site know. Items broken and needing to be replaced will be charged to and paid by renter/group.**

Thank you for keeping our church clean!

Signature: _____

Date: _____

Kitchen Use Addendum for FWESDA

(Kitchen is NOT available for rental at this time)

1. Renter/ Party or Group- Must supply their own paper plates, bowls, cups, silverware, napkins, paper towels & tablecloths, tinfoil or plastic wrap, etc. You may not use the kitchen supplies. Thank you for honoring this!
2. Renter/ Party may use kitchen serving dishes, trays & serving utensils. After use please place in dishwasher, add dishwasher detergent for dishwasher only and START the dishwasher. Larger items must be washed, dried and put away in the proper cabinet, Please. **Do Not leave anything in drain board or sinks.**
3. If fridge is used please clean out your items/ food or leftovers may be donated to the church kitchen **but must be marked & dated**, otherwise please throw away.
4. All counters must be wiped down & sinks cleaned out including the sink traps/ strainers in each sink. No food particles left in sink!
5. Wipe out any spills in oven, microwaves, fridge or stove top. (Please see note below!)
6. Lay all wet dishcloths & towels over triple sinks to dry. **Do not put wet towels in dirty towel bin!**
7. Sweep the floor.
8. Empty ALL trash cans & take to dumpster outside.
9. Make sure all ovens & stove are turned off before you leave.
10. Items in Kitchen that may **Not be used** by renter/ group:
 - A. Decorative or glass vases
 - B. Food in cabinets or fridge that belongs to the church.
 - C. Coffee Urn
 - D. Glass Drink Dispensers
 - E. Food Processor
 - F. Blender
 - G. Chaffing pans, racks & sterno
 - H. Paper plates, cups, napkins, paper towels, tablecloths, plastic silverware & any disposable containers, etc.

Note: If items and areas are not cleaned up properly a cleaning charge of \$75 will be deducted from your deposit.

If any items are broken please let the Facilities Manager on site know. Items will need to be replaced or monies to cover the item or items by renter/group.

Thank you for keeping our kitchen clean!

Signature: _____

Date: _____

SEND THIS COMPLETED DOCUMENT TO FACILITYUSE@FWESDA.ORG