

## **ROL BUILDING USE RENTAL GUIDELINES**

The River of Life Church building at 440 Centre Street is a significant legacy which we have inherited from previous generations. ROL sees the use of the building as a resource and a blessing for our own congregation, the greater faith community, and the Jamaica Plain neighborhood.

- Rental is available to groups such as faith-based groups, non-profit organizations, community groups, and individuals. Prospective renters must be at least 21 years of age.
- The following facilities are available Monday through Saturday to rent for one-time, weekly, or regular events:
  - Church Sanctuary and Fellowship Hall (capacity 150 people)
  - Basement Meeting Room (capacity 50 people)
  - Classroom (capacity \_\_\_\_\_ people)
  - Full Kitchen, Nursery, and Sound System for event support
- ROL also leases space within our administrative offices at 406 South Huntington Avenue to churches and parachurch organizations for ongoing operations or meetings (capacity \_\_\_\_\_ people). Please call the church office for availability.
- Procedure for a group or individual to use part or all of the ROL Building:
  1. Contact the ROL office with a request including date, time, and proposed use.
  2. Fill out a ROL Rental Application form available on the church website [www.rolcboston.org/\\_\\_\\_\\_\\_](http://www.rolcboston.org/) and return it to the church office via mail or email.
  3. An ROL representative will review your application for availability and approval of use.
  4. Once approved, you will be contacted to finalize scheduling, event logistics, payment, and event oversight.

### **Event Host**

- All users must designate an individual responsible for overseeing the use of the building for an event. This person shall be referred to as the host.
- The host may be a participant who is a regular attender of ROL or an approved regular attender of a regularly scheduled event. ROL will provide a host for a designated fee for all other occasions.
- For an ROL-appointed host, please contact the Church Office, who shall put you in touch with the appropriate party.

### **Host Responsibilities**

- The host must be on-site for the duration of an event, including prep and clean-up.
- The host is responsible for all facility logistics including access and lock-up.
- With approval, the host may be issued a key to the building if your group will be a 'regular' user of our facility. All keys remain the property of River of Life Church and must be returned upon completion of contract use of the facilities.
- The host must assure adherence to all Facility Use Policies.

## **FACILITY USE AND SAFETY POLICY**

1. Sound System – a piano is available for use in the Sanctuary. However, use of the church Sound System will require contracting with one of our sound technicians at a rate agreed upon by that technician. For long-term users, an agreement may be reached regarding use of the sound system. Please contact the church office.
2. Doors, Windows and Lights – At the end of an event, turn off all lights and equipment, close and lock all windows, and lock and pull doors closed securely behind you.
3. Clean Up – it is the general policy of the church that all groups clean up after themselves, unless an ROL custodian has been pre-arranged for an additional fee. Please leave the facility in the same condition you found it or better. A vacuum cleaner is available for the use of your group if necessary.
4. Trash – shall be double-bagged, sealed, and left in the large garbage cans.
5. Damage – renters will be responsible for any loss/damages to equipment, furnishings and/or building resulting from use of the facility.
6. No alcoholic beverages are allowed on the premises
7. No Smoking will be allowed on the premises. River of Life Church is a non-smoking facility;
8. Minors must be under adequate adult supervision at all times
9. In Case of Emergency – contact Tom Griffith (617) 522-5357 or Jason Hutchinson (857) 719-6348
10. Liability – River of Life Church is not liable for any personal property left unattended.
11. Safety Guidelines –The host shall make themselves familiar with each of the following:
  - The location of all exits
  - The location and use of fire extinguishers
  - Location of all light sources and switches
  - Location of thermostat and how to use it
  - Location of circuit breakers and how to identify and trouble-shoot problems
  - Location of bathrooms and bathroom supplies

### **Floor Plan of Church Building:**

For a floor plan showing the church layout and above safety guideline locations go to:

[www.rolcboston.org/](http://www.rolcboston.org/) \_\_\_\_\_

### **Guidelines for Nursery Use:**

Please refer to and adhere to all posted policies in the nursery.

### **Guidelines for Kitchen Use:**

Please refer to and adhere to all posted policies in the kitchen.

**ROL BUILDING USE RENTAL APPLICATION**

The following Rental Application should be completed and submitted to the River of Life Office ten business day before your event. See church contact information at the bottom of the page.

**Contact Information:**

Organization/Individual \_\_\_\_\_

Contact Person \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Please circle the type which best describes your organization:

faith-based / non-profit organization / community group / personal use (wedding, etc.)

Indicate your affiliation or contact with River of Life Church (if any): \_\_\_\_\_

Purpose of Organization: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

**Event Information:**

Please select type: One-Time Event / Weekly Event / Other (please describe) \_\_\_\_\_

Description of Event(s): \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Event Date: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

2<sup>nd</sup> choice date: \_\_\_\_\_ 3<sup>rd</sup> choice date: \_\_\_\_\_

Number of people expected: \_\_\_\_\_

Do you need someone from ROL to let you in to the building and oversee your stay? YES NO  
(see Event Host in ROL Building Use Guidelines to answer this and the following question)

If you answered 'no' to the previous question, please list the contact information of the person serving as event host if different from the contact person listed above:

Event Host Name \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

**Rental Rates:**

Add up the amounts for each time period that a space is in use for your event plus additional fees for kitchen, nursery, and custodian. (Check all that apply)

	<u>Sanctuary &amp; Fellowship Hall</u>	<u>Basement Mtg Room</u>	<u>Church Office</u>	<u>Classroom Mtg Space</u>
M-F Morning	<input type="checkbox"/> \$40	<input type="checkbox"/> \$30		
M-F Afternoon	<input type="checkbox"/> \$40	<input type="checkbox"/> \$30		
M-F Evening	<input type="checkbox"/> \$50	<input type="checkbox"/> \$40	T.B.D	
Sat Morning	<input type="checkbox"/> \$50	<input type="checkbox"/> \$40		
Sat Afternoon	<input type="checkbox"/> \$60	<input type="checkbox"/> \$50		
Sat Evening	<input type="checkbox"/> \$70	<input type="checkbox"/> \$50		

- Use of the Kitchen is an additional fee:  \$30
- Use of the Nursery is an additional fee:  \$30
- ROL appointed host is an additional fee:  \$15/hour, \$60 max

Total: \$ \_\_\_\_\_

- Rental fees for one-time use are due before the start of the event. Rental fees for ongoing use shall be made on a monthly basis payable by the first of the month. Payment may be in the form of cash, a check, or a money order made out to River of Life Church.
- Payment received later than 30 days after an event will result in a 20% late fee.
- An additional charge will be added for post-event clean-up if not completed by users at the rate of \$20/hour.

**Agreement**

I have read the ROL Building Use Guidelines and agree to abide by them.

Signed by: \_\_\_\_\_ Date \_\_\_\_\_

(TO BE COMPLETED BY RIVER OF LIFE CHURCH)

Application Approval: (circle one) YES NO reason \_\_\_\_\_

Requested Date of Event \_\_\_\_\_ Is the space available at that time? \_\_\_\_\_

If not, has a different time been arranged? \_\_\_\_\_ agreed upon date? \_\_\_\_\_

Date Application Rec'd \_\_\_\_\_

Date Payment Due \_\_\_\_\_ Date Payment Rec'd \_\_\_\_\_

Is an ROL Host required? \_\_\_\_\_ If yes, ROL Host contact \_\_\_\_\_

Agreed Upon Fee \_\_\_\_\_

Approved by: \_\_\_\_\_ Date \_\_\_\_\_

ROL Representative