



Harvest of Praise Ministry **Rules and Regulations**

DEFINITIONS:

“USER” refers to the Renter & Signer of the Rental Contract

“FACILITY” refers to the Harvest of Praise Ministry

Advertisements

USER of the FACILITY may not advertise flyers, posters, banners, or tickets on poles, buildings, etc., without approval from FACILITY staff.

Alcohol Policy

Alcohol Policy is to be followed in its entirety. Alcohol is **NOT** allowed on the premises.

Animals

Animals are prohibited from being brought into the FACILITY unless written permission by the STAFF has been granted, permitting the owner or keeper to bring such animal(s) into or upon public property at an event. Use of an animal as a registered support or service animal by disabled person(s) is allowed with prior approval by FACILITY staff.

Automobiles

No vehicles are permitted in the FACILITY, on the walkways, lawn, or terrace of the FACILITY without written permission of the FACILITY staff and must abide by the safety standards established by the Glenn Heights Fire Marshal.

Building

Defacement No décor, posters, flyers, pictures, art, or any other object may be adhered in any way (nails, tacks, tape, adhesives, etc.) to the FACILITY walls, inside or outside of the room(s). No pictures or equipment are to be moved or taken off the walls. Nothing may be adhered, attached to or suspended from the FACILITY ceilings. USER is responsible for the repair or replacement of any damage or defacement to the FACILITY.

Cancellation

Cancellation Policy requires that a cancellation of event less than **15** days prior to event will result in forfeiture of all money paid to the FACILITY. Dates may not be changed less than **15** days prior to event, based on availability. **(IN PERSON)** cancellations only, no phone cancellations accepted.

Caterers

Catering either commercial or private sources are subject to Health Department Standards. Use of the Catering Kitchen is a fee of \$100.00. Cleaning is required after each use. If USER does not clean up after use of the kitchen, an additional fee of \$100.00 will be charged or deducted from deposit for cleaning.

USER's Initials _____

Cleaning

USER is required to leave the FACILITY in the same condition in which he/she took possession. USER must remove all trash immediately at the end of the event to the outside dumpster, vacuum or sweep where needed, wipe down counters, and mop as needed. Clean up time is included in the rental time. Supplies are provided by the FACILITY at no charge. Failure to do one or all of these requirements may result in deduction or forfeiture of the security deposit.

Concessions

All concessions must be approved by the FACILITY staff.

Contractors

All Contractor's information, license, and permits must be given to the FACILITY staff thirty (30) days prior to the event. It is the USER'S responsibility to provide such documents. A current certificate of insurance may be required.

Cooking/Grilling

Cooking of any items in the Catering Kitchen is prohibited. The Catering Kitchen is used as a food preparation and storage area only. Use of outdoor grills is limited to the designated parking area in the rear of the FACILITY, southeast side. No grills or fires are allowed on the back patio or terrace of the FACILITY per Fire Code and the Glenn Heights Fire Department.

Decorations

All decorations must be approved by FACILITY staff. This includes anything inside and outside the FACILITY pertaining to specified event. Included in this list are: bounce houses, grills, craft stations, etc. Decorations which are prohibited include, but not limited to rice, straw, hay, glitter, confetti, sequins, open flame candles, and artificial snow. Balloons must be filled **before** entering the facility. All balloons must be removed from the premises at the end of the event. No balloons are allowed in the sanctuary.

Hallways/Common Spaces

The hallways and other common spaces of the FACILITY are not part of the leased area. These areas may only be used with written permission of the FACILITY staff.

Electrical Equipment

All electrical equipment to be used by the USER must be approved by staff. Accessibility to equipment rooms and utility boxes by USER is prohibited.

Exit Doors

Exit doors must have at least a six (6) foot clearance on both sides of doorway.

Event Accessibility

All Event (FACILITY) Staff has the rights to any and all spaces at the FACILITY before, during, and after events.

First Aid

Any accidents requiring first aid during the agreed rental times must be reported to the Event Staff immediately and a written report must be made signed by all persons involved, i.e., Event (FACILITY) Staff, USER, and person(s) making report.

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Flammable Liquids, Volatile Materials

Flammable liquids and materials, including any flame candles, gasoline, etc. are prohibited inside the building. Fireworks, including sparklers, are not permitted per city ordinance and fire code. Fog or smoke machines are not allowed.

Floor Plans

A copy of the USER-preferred room layout is to be submitted to the FACILITY staff ten (10) days prior to the event date. If a floor plan has not been submitted to FACILITY staff, the staff will be instructed to set the room up according to a standard, general set up. There will not be any changes made the day of the event by the Event Staff. Only minor changes may be made by the USER.

Freight

All pre-event freight must be signed for by the USER or designated person. All freight must be out of center after event. Any freight left in room after event may be grounds for additional fees being charged. The FACILITY is not liable for any freight.

Insurance Requirements

If the FACILITY staff determines a possible need for insurance due to the number of participants or the activity of an event, the USER will provide or see that there is provided to the Harvest of Praise Ministry Facility staff a Certificate of Insurance proving that the Lessee has in force and effect insurance, all of which shall show the Harvest of Praise Ministry Facility as an additional insured:

- A. Workers compensation insurance as required by law
- B. Employers liability insurance in an aggregate amount of not less than:
 - \$1,000,000.00 each accident
 - \$5,000,000.00 Disease-policy limit
 - \$1,000,000.00 Disease-each employee
- C. Texas and/or all state's endorsement attached
- D. Comprehensive general liability insurance, including products with no less than
The following limits: \$1,000,000.00 General Aggregate
\$1,000,000.00 Products/Completed Operations Aggregate
\$500,000.00 Each Occurrence Limit
\$50,000.00 Fire Legal Liability
\$5,000.00 Premises Medical Payments
- E. Automobile liability insurance with limits of not less than \$500,000.00 combine single limit. An umbrella liability insurance policy with limits of at least \$1,000,000.00 in excess of the primary policies.

Lost/Damaged Articles

The Harvest of Praise Ministry FACILITY/STAFF are not liable for items lost or stolen from the premises, nor are they responsible for any vehicle damage or theft.

Music

Live bands and music are allowed in the FACILITY (can **NOT** contain profanity and/or vulgar language). There may be no 220 to 110 splitters or extensions used to connect equipment.

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Lawn

No parking or driving on the lawn/grassy areas; this includes freight delivery without prior staff approval.

Portable Walls

Only FACILITY staff are authorized to move, adjust, or otherwise alter the portable wall/wall units in the FACILITY.

Rental Rooms

FACILITY Staff representatives shall be permitted to schedule more than one event to take place on the premises at the same time in another room. USER and guests will not be permitted to obstruct or interfere with the rights of other USERS.

Rental Times

All rates are based on a five (5) hour rental period. All events must end, be cleaned up, and guests and customers out of the building, within this rental period. Additional fees will be charged if this policy is not followed.

Room Capacity

USER shall have no attendance greater than maximum occupancy allowed per FACILITY room established by the Glenn Heights Fire Department.

Security

Security used in the FACILITY will be acquired by the Glenn Heights Police Department and will be reserved by the USER and approved by the FACILITY staff. Security fees will be the responsibility of the USER to be paid in cash to the officer before the event. Security fees are in addition to Room Rental Fees.

Smoking

The Harvest of Praise Ministry FACILITY is a smoke-free FACILITY. Outside smoking is **NOT** permitted in any area.

Tables

All tables must be covered at the USER'S expense. All linen rentals from the FACILITY must be paid for prior to the event.

Tickets/Lottery

No gambling, lottery, or bingo will be allowed in the FACILITY building or surrounding parking areas. Exception: IRS non-profit organizations may be held accordance with the Charitable Raffles Enabling Act.

Walk Through

A walk through is required by the USER before and after event. All damages are to be listed at this time with the FACILITY Staff. The walk through may not be completed by anyone other than the USER on the signed agreement. The FACILITY staff will be allowed a 24-hour period following the event to determine and access any damages. Any damages reported from this sheet may be withheld from the security/damage deposit.

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