

LAF Facility Use Agreement Policies

- All rental contracts will go through RMC Corporate Real Estate Manager and signed by the lead pastor.
- Templates are available in the google drive under LAF Office Manager/Rentals for both long-term and one-time rentals. Signed Contracts will be kept in the same folder.
- Rentals will be placed on the Planning Center calendar once contract is signed, or placed with a HOLD notation when working on contract.
- Payment should be made directly to LifeSource Adventist Fellowship via check. A separate check should be written for the damage deposit and will be returned within 2 weeks after rental as long as there are no damages or excessive cleaning needed.
- Groups or individuals can rent facilities as long as they can provide the required Certificate of Insurance. Other RMC entities do not need to provide a COI as they are covered by RMC insurance. Event Rental Insurance can be obtained through their insurance agent or can be searched for online. A sample COI is available in the LAF Office Manager/Rentals folder and will be sent to each entity requesting space.
- RMC/SDA groups/churches will receive a 30% discount on rental fees. Mile High Academy is considered a sister ministry and will not be charged for use of facilities.
- A cleaning fee will be added on for space used including bathrooms, lobby, etc.. Additional cleaning fees will be added if cleaning is needed above the normal/expected and will be taken from security deposit.
- A \$100 administrative fee will be added to each rental to cover the cost of administering the agreements and to pay the individual who opens/closes \$40 for their time.
- Audio/Media/Streaming: The media booth will have a connection and instructions for use so that groups can connect to the projectors and run their own. Audio tech assistance will be required if needed and will be charged at a rate of \$40/hour with a minimum of 3 hours. Fees will be passed on to the person providing assistance. Streaming will not be
- Operations Committee will serve as the primary source for opening/closing for rentals. A checklist will be provided to make sure the facility is cleared after a rental and to release the security deposit.
- Use of the facility must align with the mission and values of the Seventh-day Adventist Church and final approval lies with the Rocky Mountain Conference of Seventh-day Adventists.
- RMC will help monitor the income limit for tax exemption. The aggregate revenue caps are:
 1. No more than \$10,000 of unrelated business taxable income per year;
 2. And no more than \$10,000 of gross rental income per year.

But, if we exceed the revenue cap, In the aggregate, then we may still be able to save the exemption if the area and duration of the use combined with other nonexempt uses stays under 208 hours per year. offered.

USE AGREEMENT GUIDE
LifeSource Adventist Fellowship

RENTAL SPACES AVAILABLE: *(List sq ft and capacity of each space)*

- Chapel space (minus Cafe - Cafe will always be kept for LAF Events)
 - Chapel sanctuary & lobby-405/400
 - Chapel classrooms-401, 402, 408, 409
 - Cafe (keep for LAF use on Sundays)-600
- Main Building Sanctuary
 - Sanctuary/Lobby-100
 - Mother's Rooms (included with Sanctuary rental)-100A/100B
 - Children's Wing
 - Beginner's-301
 - Primary-302
 - Junior/Earliteen-303
 - Youth-304
 - Kindergarten-307
 - Adult Wing
 - Adult Classroom-200
 - Adult Classroom-203 (can open partition between 203/204)
 - Adult Classroom-204 (can open partition between 203/204)
 - Fellowship Hall-201
 - Kitchen-202

PRICES: Up to 4 hours - add an additional 35% after 4 hours

- Fellowship Hall - \$425
- Main Building Center - \$1,600
- Chapel Center - \$1,325
- LAF Cafe - \$350
- Kitchen - \$175
- Classrooms (each) - \$275
- Community Garden Plot - \$100

ADDITIONAL FEES:

- Administrative fee for each rental - \$100
- Damage deposit - \$250 (separate check to be returned after rental)
- Audio/Sound: \$120 for up to 3 hours leading up to and during the event. Additional hours at \$40/hour. If audio is requested, users must fill out this [questionnaire](#):
- Media: \$120 for up to 3 hours leading up to and during the event. Additional hours at \$40/hour. Renters can connect their own devices and avoid a tech fee.
- Streaming: \$120 for up to 3 hours leading up to and during the event. Additional hours at \$40/hour. Not provided without special request/approval.

CLEANING FEES:

- Main Building Lobby - \$30
- Main Building Sanctuary - \$120
- Mother's Rooms (included with Sanctuary) - \$10 each if separate
- Main Building Classrooms - \$10 each
- Main Building Restrooms - \$80 (\$40 per wing)
- Fellowship Hall - \$30
- Kitchen - \$70
- Kitchen ovens - \$35
- Chapel Lobby - \$20
- Chapel Sanctuary - \$50
- Chapel Restrooms - \$30
- Cafe - \$40

TABLES/CHAIRS (included in room rental):

- 5FT Round Tables - \$10.00 - 16 in fellowship hall + 2 in room 203
- 6FT Banquet Tables - \$10.00 - 5 set up in fellowship hall + 5 in storage
- 8FT Seminar Tables \$10.00 - 21 + 1 in lobby
- Black Folding Chairs - \$3.00 - 84+
- Padded chairs
 - Room 200 - 28
 - Room 203 -18
 - Room 202 - 18
 - Room 204 - 3

CAPACITY:

- Fellowship Hall - 100
- Sanctuary - 700 comfortably, 800 tight
- Chapel - 150 comfortably, 200 tight
- LAF Cafe - 80
- Classrooms - ~30-40

GENERAL USE GUIDELINES:

1. **General Tidiness:**
 - Return all furniture, chairs, and tables to their original positions.
 - Ensure all personal items are removed from the premises.
2. **Trash Removal:**
 - Use designated trash bins for all waste. All trash must be emptied and taken to the dumpster in the SW corner of the property. Extra fees may apply for excessive trash or mess left behind.
 - Re-line bins with fresh bags if provided.
3. **Kitchen and Food Areas:**
 - Follow all posted kitchen instructions

- **No Alcohol Policy:** Alcoholic beverages of any kind are not permitted in the rental space. Guests are responsible for ensuring no alcohol is brought or consumed on-site.
 - **Food Preparation and Warming:** Full kitchen use is allowed with rental of the kitchen. Use of reusable kitchen items (pots/pans/utensils, etc.) is acceptable but must be washed and returned to original storage.
 - **Beverage Options:** Only non-alcoholic beverages are allowed, such as water, soft drinks, coffee, tea, juice, and mocktails. All drinks must be served in non-glass containers unless served by professional caterers.
 - **Paper/Disposable Products:** all disposable paper/plastic products (except paper towels) must be supplied by the lessee. Use of items belonging to lessor is not allowed.
 - **Food Cleanup:** All food waste, containers, and disposable utensils must be properly disposed of by renters at the end of the event. Wipe off any crumbs or spills from countertops or tables. Any food spills/stick areas should be immediately cleaned/mopped to avoid stains or damage. Remove all food items from the kitchen and fridge.
 - **Food Storage:** If refrigerator space is available (not guaranteed), it should only be used temporarily, and all items must be removed by the end of the rental period.
 - **Kitchen Towels:** Lessee may use kitchen towels provided. Leave any used kitchen towels on the kitchen island/counter to be washed.
 - **Restrictions on Strong Odors:** Avoid foods with strong odors that may linger after the event.
4. **Bathrooms:**
 - Report any out of the ordinary cleaning needs immediately to church staff.
 5. **Check for Damage:**
 - Report any accidental damage to the church management promptly.
 - Replace or repair minor damages (if allowed) to avoid charges.
 6. **Lighting and HVAC:**
 - Turn off all lights, fans, and any other electronic devices.
 - Adjust heating or air conditioning to its original setting if applicable.
 7. **Doors and Security:**
 - Ensure all doors and windows are locked and secured before leaving.
 - Return any keys or access cards as per the agreement.

AUDIO/VISUAL GUIDELINES

1. **Authorized Use:**
 - The church's audio system, soundboard, microphones, speakers, and stage inputs may only be operated by an authorized church audio technician.
 - Renters and their guests are not permitted to adjust, move, unplug, or reconfigure any audio equipment.

- The media booth will provide clearly marked instructions for renters to connect a laptop to the projector for visual media only.
- 2. **Renter Access - Projector & Media Booth:**
 - Renters may use the designated laptop input (HDMI/USB-C) within the media booth to display slides, videos or other visual content.
 - Only the renter connection panel may be used. All other equipment, controls, or wiring in the booth is off-limits.
 - Do not alter projector settings, focus, screen alignment, or any present configurations.
 - Follow posted instructions for power the projector on and off, and return any provided remotes to their designated location.
- 3. **Equipment Handling:**
 - Handle all equipment carefully and use it only for its intended purpose.
 - Do not unplug, reroute, or detach any cables, except connecting or disconnecting your own laptop at the approved input.
 - Keep all cables neatly arranged to prevent tripping hazards or accidental damage.
 - Do not attempt to repair, troubleshoot, or modify equipment. Notify church staff immediately if an issue arises.
- 4. **Audio and Volume:**
 - Since renters do not operate the church's audio system, all volume control must be managed solely from the renter's laptop.
 - Volume levels must be kept reasonable to protect equipment and respect the facility and surrounding areas
- 5. **Content Standards:**
 - All media played or displayed must align with the church's values and community standards.
 - Content may not include profanity, explicit material, violent or offensive themes, or anything deemed inappropriate by church staff.
- 6. **Setup, Cleanup, and Security:**
 - Users should allow sufficient time for setup and testing of their laptop connection.
 - After the event, users must power down the projector according to posted instructions.
 - No A/V equipment may be removed from its original location.
 - The media booth must be left in good condition.
- 7. **Damage, Liability, and Responsibility:**
 - Users are financially responsible for any damage, loss, or misuse of A/V equipment occurring during their rental period, whether caused by themselves, their guests, or outside vendors.
 - The church is not responsible for equipment failure due to user-provided devices, incompatible files, faulty cables, or user error.
 - Any attempt to bypass, rewire, modify, or access restricted A/V equipment may result in additional fees, termination of the event, or forfeiture of deposits.

- Users agree to use all equipment at their own risk and release the church from liability related to the user's personal devices or media content.
- 8. Reporting Issues:**
- All A/V problems, malfunctions, or concerns must be reported to the designated church staff member as soon as they are noticed.
 - Users should not attempt to open panels, racks, cabinets, or equipment housings under any circumstances.

DECORATING GUIDELINES:

- 1. Tape Use:**
- Use painter's tape (preferably low-adhesive or delicate-surface painter's tape) for any decorations on walls; it removes easily and is less likely to damage paint or leave residue.
 - Avoid using duct tape, masking tape, or packing tape, as these can pull off paint and leave sticky residue.
- 2. Hanging Decorations:**
- Use Command hooks or strips to hang lightweight decorations; they're easy to remove without leaving marks.
 - For heavier decorations, ask about using designated hooks or fixtures instead of wall mounts.
- 3. No Nails or Staples:**
- Do not use nails, screws, staples, or tacks on walls, pews, or any other surfaces, unless explicitly approved by church staff.
 - Consider free-standing display boards, easels, or tables for items that need more support.
- 4. Protection of Floors and Furniture:**
- Use tablecloths to protect tables from stains or scratches.
 - For decorations like flower petals, glitter, or confetti, place them only on tables or contained areas to simplify cleanup and avoid hard-to-remove mess on floors.
- 5. Use of Candles and Open Flames:**
- Check with church staff about restrictions on candles or any open flames. Many spaces require battery-operated candles for safety reasons.
 - If permitted, ensure candles are in secure holders and are kept clear of flammable materials.
- 6. Flower and Plant Use:**
- Avoid any plants or flowers with excessive pollen that could stain surfaces or cause allergic reactions.
 - Place potted plants or flowers on saucers to catch any water and prevent damage to surfaces.
- 7. Ceiling and High-Level Decorations:**
- If hanging decorations from the ceiling, use fishing line or lightweight materials with removable hooks if allowed. Avoid ladders unless you have prior approval and someone to assist for safety.
 - Never attach anything to ceiling fans, light fixtures, or fire sprinklers.

8. Cleanup Requirements:

- Ensure all decorations are removed after the event, including all hooks, tape, and any mounting materials.
- If any marks or damage occur during decoration, notify church staff promptly and assist in restoration.

9. Advanced Approval:

- Discuss decoration plans in advance with church management, especially for large or complex setups, to ensure alignment with their policies.

OTHER AREAS FOR RENTAL GUIDELINES

1. Booking and Payment Policies:

- Define the booking process, including deposit requirements, payment deadlines, and accepted payment methods.
- Bookings should be made a minimum of one month in advance.
- A request for booking should be made to the church manager at manager@lafdenver.org to include:
 - i. Group requesting space
 - ii. Date of event
 - iii. Time of event (including set up and clean up)
 - iv. Purpose and description of event, including estimated number of guests
 - v. Space(s) requested,
 - vi. Contact information of responsible party including name, email, phone
- Once space is confirmed to be available, a Certificate of Liability Insurance will be required in order to hold space and create an agreement (see addendum for sample).
- Agreements are finalized and approved by the Rocky Mountain Conference of Seventh-day Adventists Corporate Real Estate Manager.
- Security deposit will be due within one week of signed contract or one week prior to event date, whichever is earlier. Fees for use will be due one week prior to use.
- Cancellation and refund: Events cancelled within one week of scheduled event will be refunded fully. Events cancelled after this time will have the security deposit withheld.

2. Time and Access Restrictions:

- Rental times must include set up and clean up times.
- One-time rentals must finish at least 2 hours prior to sundown on Fridays.
- Lessee shall be entitled to use paved parking areas adjacent to the church building.
- Interior spaces may be used as necessary for access to rented areas.

3. Capacity and Safety Limits:

- State the maximum capacity allowed for safety and fire code compliance.
- Outline any specific seating or layout requirements that must be adhered to for safety, especially for aisles and exits.

4. Parking Guidelines:

- Parking in designated paved parking spaces only.
 - Parking may be shared with other groups or events taking place at the same time.
- 5. Behavior and Conduct Expectations:**
- The use or sale of tobacco, alcohol, marijuana, marijuana products or illegal drugs on the premises is prohibited at all times.
 - The possession of marijuana products or illegal drugs on the premises is prohibited at all times.
 - LAF reserves the right to deny use for any purposes which, in its sole discretion, determines is or may be inconsistent or in conflict with LAF's mission and purpose.
 - Multiple groups may use different areas simultaneously and respect for other church activities if they are occurring simultaneously will be required.
- 6. Supervision and Security:**
- Adult supervision for events involving minors will be required.
 - Ensure all exterior doors are locked and secured after entry if they are not being actively monitored. Any unlocked doors should have a designated point person responsible for actively monitoring.
 - Guests should enter through designated areas.
 - Report any security concerns or suspicious activity to the designated church representative.
- 7. Insurance and Liability:**
- Proof of liability insurance meeting Rocky Mountain Conference requirements will be required for all use and must be received prior to a written agreement.
 - A security deposit of \$250 will be charged in advance, on or before use commences to ensure that Lessee complies with all terms and conditions of the Lease. If Lessee fully complies, the security deposit will be fully refunded within two weeks after the date Lessee delivers possession of the Leased Premises to Lessor. If Lessee does not fully comply with the terms of the Lease, Lessor may use the security deposit to pay amounts owed by Lessee.
 - A cleaning fee will be charged based on the areas used. The church will be responsible for cleaning following each event.
- 8. Emergency Procedures:**
- Provide instructions for emergency exits, fire alarms, and first aid kits.
 - Include contact information for church staff or local emergency services in case of accidents or urgent issues.
- 9. Setup and Furniture Use:**
- Furniture may be moved and set up as desired, as long as everything is put back as it was found prior to leaving.