

Hmong American Alliance Church Facility Rental Agreement

(Non-Members)

Thank you for your interest in the rental of our facility at Hmong American Alliance Church. Our space is available for weddings, meetings, receptions, banquets, etc., by reservation is on a first-come, first-served basis. Request forms and open dates for the use of facility can be obtained by contacting the church facility manager:

Nam Npis Vaj at (651) 226-3367 or Ah.Her@haaccma.org

To reserve, you must review the rental policy and procedures, complete a Facility Rental form (copy attached) and submit it to the church facility manager. Reservations can be made up to one year in advance. Hmong American Alliance Church reserves the right to refuse usage of its facility to all parties that conflict with our beliefs, practices, policies or at the discretion of the Governing Board.

Hmong American Alliance Church

2515 Maplewood Drive
Maplewood, MN 55109
Phone: (651) 770-8099
www.haaccma.org

All applicants must adhere to the following policies and procedures:

1. Wedding Events

The church facility will not be rented for wedding ceremonies between a Christian and a non-Christian bride and groom or of a same sex couple. Wedding ceremonies consist of the following:

- A. Giving of the bride (walking down the aisle)
- B. Exchange of vows & rings
- C. Pronouncement of marriage

The church facility, however, can be rented and use as a reception (no dancing) when the wedding ceremony is performed elsewhere and is not of a same sex couple.

2. Times available for use of Facilities

- A. Facility rental periods for the rental fee is from 8pm-10pm on Fridays and 6am-8pm on Saturdays.
- B. All rentals must conclude by 8:00pm.
- C. Wedding rentals will receive an additional two (2) hours for one rehearsal prior to the event.
- D. Church programs have priority over all rental events. Decorations for events CANNOT begin until such church program has concluded.

3. Reservation

- A. **The facility rental form must be completed and returned with a damage deposit check in the amount of \$500.00 before the desired dates will be confirmed.** The damage deposit is refundable on a conditional basis.
- B. Full payment of the rental amount is required no later than fifteen (15) days prior to the event. If the event will be held within 30 days of booking, the entire rental amount is due at the time the reservation is made.
- C. If, for some emergency, HAAC cancels the reservation up to and including the day of the event, the fee is refundable in full. **Due to the heavy demand of usage of HAAC facility, if a scheduled applicant cancels, for any reason, within 15 days of the event, the \$500.00 deposit will be forfeited.**
- D. At the conclusion of the event, any damages or extra clean-up will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to HAAC (refer to the Facility Rental Check-Out form attached). Refunds (if applicable) will be issued within ten (10) working days following the event.
- E. Any charges beyond the deposit are the responsibility of the applicant and will be billed within ten (10) working days after the event.

4. Event supervision

- A. It is the responsibility of the applicant to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The applicant group or individual oversees and is responsible for the actions of all participants while on the premises before, during and after the usage.
- B. The applicant must provide supervisory name(s) on the rental form and point out those individual(s) to the church facility manager on the event day.
- C. If the applicant deemed it necessary to have security personnel at the premises, the applicant must obtain such service from a security agency at the applicant's expense. The applicant must inform the facility manager of security personnel on duty.

5. **Applicable Laws and Rules**

All events should conform to a basic sense of decorum and values consistent with the usage of church property and basic community moral standards. Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/ cleaning fee. The applicant agrees to comply with all laws, ordinances, and rules of HAAC, the City of Maplewood, the State of Minnesota, and the United States. This includes:

A. *Drugs and Alcoholic Beverages Prohibition*

No alcoholic beverages are allowed on the premises. The usage, sale, or possession on church premises of alcohol, controlled substances, or any drug not medically authorized is strictly prohibited. **Possession of alcohol or controlled substances will result in immediate termination of the event and all fees.**

B. *No Smoking*

No smoking is allowed inside of or within 30 feet of the out entryways to the HAAC building.

C. *Possession of Weapons and Explosives Prohibition*

Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on its grounds.

D. *Alteration and Decorations*

All decorations must be freestanding and abide by the following:

1. The applicant shall not drive nails, hooks, tacks, or screws into any part of the premises.
2. Ceiling decorations must be below emergency sprinkler and MUST be supervised by a HAAC facility rental member. (ex: draping, additional lighting)
 1. In no case will the facility be defaced, marred, or permanently altered.
 2. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
 3. Glitter, confetti, sand, or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
 4. Sanctuary stage – removal of equipment from stage is prohibited unless prior arrangements has been made.

E. *Fire System*

Tampering with the fire system or firefighting equipment is not allowed. These includes blocking exit doors and tampering with any alarm system.

F. *Parking in Handicapped, Service or Fire Lanes Prohibition*

Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must always remain clear and free of all vehicles except emergency vehicles. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the state.

G. *Gambling and Solicitation Prohibited*

Gambling or solicitation in any form is not permitted.

H. *Restriction on use of Fire and Flame*

No acts or performances will be staged in which fires or flames are involved. Open flames is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.

I. *Noise Limitations*

All applicants should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

6. Liability for Loss/Damage

- A. The cost to replace or repair HAAC property resulting from loss or damage that is caused by the applicant, or their guests will be charged to the applicant.
- B. HAAC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.
- C. **The applicant must obtain liability insurance in the amount of no less than \$1 million.**
- D. The liability insurance must name "Hmong American Alliance Church" as an additional insured on the user's policy for any liability damages arising from applicant's activities on church premises. The user must provide this certificate of insurance when turning in the full rental payment.
- E. The applicant must indemnify, defend, and hold Hmong American Alliance Church harmless for any liability claims arising from the group's activities on church premises.

7. Set-up/Clean-up

The applicant is responsible for all set-up and cleanup. All trash or recyclables must be disposed of in appropriate outdoor receptacles. All oil is to be disposed of properly in the black oil bin outside by the trash and NOT into the sink area.

8. Deliveries

Whenever a function requires delivery of goods to the church facility, the applicant must designate a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing, or securing goods.

9. Forfeiture of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during the event, event organizers must rectify violations immediately or risk being asked to leave the facility and forfeit rental fee.

10. Areas of Rent

A. Sanctuary – seating capacity: 1,040

- 1. Sanctuary instruments are available with prior approval only for use by trained musicians including keyboard and drum set. All other instruments must be provided by the applicant.
- 2. Sound system and video projection in the sanctuary can only be operated by HAAC personnel.

B. Children’s Chapel – Capacity 147

Sound system and video projection are available in the children’s chapel.

C. Multi-purpose/Gym – capacity 416 (seated w/tables)

- 1. Tables (52 round, 15 rectangular)
- 2. Chairs (416)
- 3. Audio equipment

D. Kitchen Usage

- 1. A mandatory orientation must be scheduled with the facility rental manager prior to event date/time to review proper use and clean up procedures.
- 2. The kitchen is equipped with a refrigerator, freezer, gas stove and microwaves.
- 3. Due to potential for serious injury in the kitchen area, no children under 12 years old are allowed in the kitchen area.
- 4. Clean-up
 - Refer to the attached Clean-Up Checklist for appropriate areas.
- 5. Supplies
 - The applicant must furnish their own kitchen supplies (dish soap, trash bags, cleaning sponge, ect.
- 6. Equipment Usage
 - The refrigerator or freezer space will be available for use on the day of the event rental. Prior storage of any items on property premise is strictly prohibited. All items must be removed at the end of the event and any spills need to be cleaned up.

11. Rental Fees

Due 30 days before date of event. If event date is within 30 days payment is due at time of application.

Rental Area	Member Fee (8hrs)
Sanctuary	\$1500
Children’s Chaple	\$300
Multi-purpose/Gym	\$1000
Kitchen	\$600

Reservation/Damage Deposit:

CHECK ONLY

\$500

Due at time of application



Hmong American Alliance Church

2515 Maplewood Drive. Maplewood, MN 55109 Phone: 651-770-8099

FACILITY RENTAL FORM (Non-Member)

Name of Organization/Individual: _____

Representative/Contact Person: _____ Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Supervisory Name(s): _____

Event Purpose: _____

Date of Rental: _____ Time of Rental From: _____ To: _____

Number of Guests Attending: _____

Equipment Needed:

Tables: Round Qty _____ Rectangular Qty _____ Chairs: Qty _____ Sound System: Y N Video: Y N

For Weddings and/or receptions:

Name of Groom: _____ Name of Bride: _____

Groom a Christian? Y N Home Church: _____

Bride a Christian? Y N Home Church: _____

Name of Officiant: _____

Rehearsal Date: _____ Start Time _____ (2 hr. maximum time limit)

Room Reservation, Fees and Charges:

ROOMS

Fee per room(s) per day			Days	Total
Sanctuary	\$1500	X	_____	= _____
Kitchen	\$600	X	_____	= _____
Gym	\$1000	X	_____	= _____
Children's Chapel	\$300	X	_____	= _____
TOTAL FEE				= _____

I _____ have read and agreed to the terms as stated in the HAAC Facility

Rental Agreement:

As applicants of the HAAC property, we agree to protect, indemnify and hold harmless Hmong American Alliance Church from any and all loss, cost, damage or expense, arising out or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Hmong American Alliance Church from any and all claims cost or expenses arising from any failure of the applicant in any respect to comply with and perform all requirements and provisions agreed to and required by law ordinance during the period of usage.

Applicant Signature: _____ **Date:** _____

Please attach your certificate of insurance naming Hmong American Alliance Church as additional insured.



HAAC FACILITY RENTAL/USAGE CLEAN-UP AND DAMAGE CHECK LIST

The event including cleanup must be concluded by the end of the contracted event time. All personal materials, equipment and furnishings must be removed at the conclusion of the event. Unless prior arrangements have been made and included in the event contract, the user may be assessed a minimum \$50 per day fee for items left at the conclusion of the event. HAAC is responsible for damaged, lost, or stolen items. Found items will be held for up to seven (7) business days after the event.

This checklist is designed for the documentation and protection of all parties in this contract and is considered binding. Completion and signature are required by both the renter and HAAC staff at the conclusion of a function.

Date: _____

Group: _____

Time In: _____

Time Out: _____

Notes:

Signature of Renter: _____

Signature of HAAC Staff: _____

Clean-up Checklist

Kitchen:

- Remove all leftover food from event
- Floor swept and mopped with cleaning supplies in kitchen closet
- Garbage needs to be cleaned up and emptied into outside containers. Oil disposed of properly in the black oil bin located outside next to the recycling
- Sink area cleaned, Stove area cleaned
- All counters and equipment used for event (include coffee makers) must be cleaned and wiped down
- Return pots and dishes back to original location
- Items brought in for event removed from

Children's Chapel:

- Chairs and tables put away
- Vacuum the floor

Sanctuary:

- Leave no items behind in the sanctuary area
- Remove any items for event off the stage

Gym:

- Remove all items including trash from the event
- Return all tables and chairs back to the storage area.
- Sweep the floors (use sweepers located in Janitor Room)
- Mop the gym (supplies in janitor room)

Damages:

Groups renting the church facilities will be responsible for any damage incurred because of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group noted on the reservation for rental will be billed for any repair or replacement costs for damages.

Visible Damages: Yes No

Damage Area Report:

(HAAC Facility Rental - FOR OFFICE USE ONLY)

Renter/Group: _____

Rental application received date: _____

Date routed to Board of Elders for review (weddings only): _____

Completed Rental Application Approval Date: _____

Application status: Approved Deny

Reason for denial:

Facility staffing: _____ Phone: _____

Sound system staffing: _____ Phone: _____

Video staffing: _____ Phone: _____

Agreement approved by:

HAAC Facility Manager/Authorized personnel

	Amount	Date Rec'd
Total Rental Cost:	\$	
Amount Paid:	\$	

<u>Deposit Refund Process</u>	
Deposit Received Date	
Damage cost (if applicable)	
Deposit Refund Date	
Amount of Deposit Refund:	