

# Michiana Fil-Am Seventh-day Adventist Church

8454 Kephart Lane  
Berrien Springs, Michigan 49103  
Phone: 269-471-2311

## Welcome

Thank you for choosing the Michiana Fil-Am SDA Church for your event. Please use this rental application as a guide and resource. Your knowledge and understanding of the facility policies, procedures and guidelines is necessary to ensure a successful planning and event execution process. We look forward to working with you and hope your upcoming event will be an unforgettable experience! God bless!

## Available Facilities

### **The Sanctuary**

Seating Capacity: 250 persons maximum  
Includes a baby-grand piano and complete sound system

### **The Fellowship Hall**

Serving capacity: 180 persons maximum  
There is an adjacent full kitchen (priced separately) that can accommodate food services including oven ranges that are for warming food only.

### **Conference Room**

Seating capacity: 60 persons maximum  
Includes a mounted 55" TV screen

### **Fireplace Room**

Seating capacity: 30 persons maximum  
Includes a gas-based fireplace.

We do not rent our facilities from sundown on Fridays to sundown on Saturdays.

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## User Agreement Rules and Regulations

- 1. Security Deposits.** The security deposits must be paid in full upon approval of application. The full amount will be returned to User within 10 business days after the last event day, less any amount required:
  - To repair damage caused by the User and its guests.
  - To pay for services rendered which were not included in the User AgreementIn the event that
- 2. Usage Fees.** The full usage amount and any other additional fees (such as for sound system) must be paid in full prior to the event.
- 3. Extra Charges**
  - Excessive cleanup (\$25 per staff per hour)
  - Extra services required.
  - Cost of repairs/damages resulting from the User and their guests.
- 4. Treatment of the Church Facility**
  - No nails, tacks, or screws shall be driven into the walls, woodwork, ceilings, doors, or floors. Only use of painters tape may be used on walls anywhere in the facility.
  - Use or throwing of rice, birdseed, glitter, confetti, potpourri, or any substance containing colored dye is strictly prohibited inside the facility. Birdseed is acceptable outside of the building.
  - Balloons of any kind are not allowed in the Sanctuary.
  - User is responsible for removal of all decorations at end of event
- 5. Fire Codes and Use of Candles.** Candles may not be used in the Sanctuary except for Unity Candle and candelabra, if applicable.
- 6. Smoking Regulations.** The Michiana Fil-Am Seventh-day Adventist Church facilities and grounds are smoke free. Smoking is prohibited anywhere on the property.
- 7. Alcoholic Beverages and Illegal Substances.** The sale, serving and/or the possession of alcohol or any illegal substance, and being under the influence of any substance is strictly prohibited on the premises at all times. Guests violating such regulations will be asked to leave the premises immediately.
- 8. Food and Drink**
  - Menu restrictions – Beverages with caffeine and dark-colored punch are not to be served.
  - According to Leviticus 11, only clean meats are to be served; however, vegetarian dishes are preferred.
- 9. Insurance.** The Michiana Fil-Am Seventh-day Adventist Church has its own insurance coverage to protect its own property and liability. Non-member users are responsible for obtaining their own insurance coverage for person and property liability and damages.
  - Non-member users must provide an insurance policy of One Million Dollars naming the church as an additional insured under the policy. This can usually be acquired through homeowner's insurance coverage for a nominal amount.
  - If User employs a Caterer—any person other than User or family member, in such a case the Caterer must furnish certificate(s) of insurance with liability limits for bodily injury and property damage combined of not less than \$500,000 per occurrence and \$500,000 in the aggregate.
  - Certificates of insurance required in section 11 must be submitted to the Michiana Fil-Am Seventh-day Adventist Church Interior Facilities Coordinator not less than 30 days prior to the Event.

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## **User Agreement Rules and Regulations (con't)—**

### **10. Cleanup Regulations**

- User will clear all food, catering items, china, paper or plastic dishes, and decorations from the premises immediately after the event. Cleanup will include all parts of the facility that are written in the User Agreement, and such areas will be returned to their original condition.
- If additional cleanup is needed a \$25/hour fee will be charged and taken from the security deposit.

**11. Loss, Theft, Damage.** Neither the Michiana Fil-Am Seventh-day Adventist Church, nor its representatives is responsible for personal property belonging to User or its guests, agents or purveyors that are lost, stolen or damaged. The User(s) shall be solely and wholly responsible for their personal property.

**12. Indemnification.** The User hereby releases, discharges, indemnifies, and holds harmless the Michiana Fil-Am Seventh-day Adventist Church, and its Church Board, Directors, Trustees, Officers, Employees, Agents and/or any delegated representatives, from any and all liability, for any and all losses, expenses, or damages to person or property incurred in connection with the Event, including, but not limited to the preparation prior to and cleaning up after the event.

### **13. Building and Equipment Security**

- Persons designated by the Michiana Fil-Am Seventh-day Adventist Church will be responsible for opening and closing the facility, orienting the person responsible for the group to available amenities, equipment, and boundaries and assisting in the supervision thereof. Users may have access only to the requested facilities indicated in the User Agreement contract. Users are responsible for keeping their agents, employees, invitees, and guests within the authorized areas used.
- Keys will not be given to the User and or their representative(s).
- At the end of the event, the On-Site Coordinator along with the User and their agent or representative(s) who signed the User Agreement, will inspect the used area and the equipment for any damage or safe return of the equipment. Rooms must be restored to condition prior to event for full refund of security deposit.
- Michiana Fil-Am Seventh-day Adventist Church personnel shall have the right of access to any part of the Event and/or area under use by the User, to determine compliance by the User, caterer, and purveyors, and that they are in accordance with the User Agreement and any applicable governing regulations at all times.

**14. Late Departure.** The facility must be evacuated, including the removal of all items not belonging to the facility, one (1) hour after the official closing time of the event. The closing hour for all events scheduled on Saturday night is 12:00 midnight. Closing hour for all other days is 11:00 p.m. Violation of these regulations will incur an extra charge for late departure. (See price list for details.)

### **15. Additional Restrictions**

- Excessive noise is prohibited.
- Animals or pets are not permitted on the premises, except for Seeing Eye or Hearing Aid Animals.
- No rentals for any kind of money-making parties.

### **16. Cancellation or Breach of User Agreement**

- *Cancellation by the Michiana Fil-Am Church* – the Michiana Fil-Am Seventh-day Adventist Church may cancel the User Agreement without any liability to the User if all or any part of the space requested is rendered unsuitable for the User's Event by fire, storm, casualty, act of God, or any other cause beyond the reasonable control of the Church management. The Church shall give a written notice to the User of the reasons for cancellation, the date and time. If such cancellation occurs before the First Event Day, all deposits and fees shall be returned to the User within five (5) business days after the cancellation notice date.

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## ***User Agreement Rules and Regulations (con't)—***

- *Breach of User Agreement by User* – If the User, guest, employees, agents, caterer or purveyors violate the terms and conditions of the User Agreement, the Michiana Fil-Am Seventh-day Adventist Church will retain any and all payments by the User as liquidated damages and not as a penalty in addition to any other legal rights or remedies that may be feasible. The Church shall give a written notice to the User of the reasons for withholding the fees.

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## Hold Harmless Agreement

The undersigned hereby willingly agrees to save and hold harmless the Michiana Fil-Am Seventh-day Adventist Church, and its respective agents, representatives, coordinators, employees, officers, and clergy, from any and all claims, demands, judgments or liabilities arising out of the use of the Michiana Fil-Am Seventh-day Adventist Church

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Full Name

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Date

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Witness Signature

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Date

# Michiana Fil-Am Seventh-day Adventist Church

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## Room Usage Fees and Security Deposits

### Price List

Rooms	Member Rate Half Day / Full Day	Non-member Rate Half Day / Full Day	Deposit (maximum of \$150)
Sanctuary (Non-Wedding)			
Fellowship Hall w/ Kitchen			
Fellowship Hall w/o Kitchen			
Conference Room			
Fireplace Room			

Half day = 0 to 5 hours

Full day = over 5 hours

### Standard Room Usage Rate

Includes the services of the Interior Facilities Coordinator and reasonable custodial services following the event. If additional service are needed, additional fees may be charged.

### Late Departure

The Church's closing hours for room usage are as follows:

Sunday – Thursday 11:00 p.m.  
Friday sunset  
Saturday 12:00am (midnight).

### Funeral / Memorial Services or Dinners

No charge.

### Wedding Fees

Weddings are charged as full-day events and include rehearsal and/or set up times. Fees include usage of sanctuary, fellowship hall, kitchen and two changing rooms.

*Note:* Bride, groom, or parents of the bride or groom must be a church member and be responsible for all clean-up of facility afterwards.



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## Check-out Procedure

### User Checklist:

- Remove all material or decorations used for event
- Clean all items used (tables, chairs, etc.)
- Clean floors (vacuum, sweep and mop)
- Return furniture and equipment to its original place (includes tables and chairs)
- Place trash in garbage bags and take to the dumpster outside the church
- Clean refrigerator and leave free from any food items
- Clean kitchen surfaces (sink, counters, stove, microwave, etc.)
- Remove any stains on carpet, using stain remover for carpet found under the kitchen sink

Comments: \_\_\_\_\_

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Renter's Signature: \_\_\_\_\_

Inspection completed by: \_\_\_\_\_

### On-site Supervisor Checklist:

- Return thermostats to suggested unoccupied temperatures
- Turn off lights in rooms used as well as foyers, restrooms and hallways
- Secure tightly and lock entry/exit doors