

Ministry Center Usage Rates

Presbyterian Church of Broomfield
350 Main Street
Broomfield, CO 80020
303-466-4433 Phone
303-466-0658 Fax

\$250.00 Damage deposit

Groups of more than 50 people will have a staff person present @ \$20 per hour

Groups of any size who are using the kitchen will have a staff person present @ \$20. Per hour.

Cleaning Fee \$50 per event

RATES

Monday – Friday noon: \$110 per hour (non-profit \$100 per hour)

Friday 1 – 5 pm: \$500

Friday 6pm – midnight: \$500

Saturday am (till noon): \$500

Saturday 1 – 5 pm: \$500

Saturday 6 pm – midnight: \$500

Sunday am: unavailable (except for a church)

Sunday 1 – 5 pm: \$500

Sunday 6 pm – midnight: \$500

Groups over 100 people: trash surcharge of \$58.00

No charge for kitchen for light use.

\$2.00 per person/place setting if use dishes, etc.

Linens: \$5.00 per table

Alcohol Policy

Any event at which alcohol will be served an off-duty officer will be required and be paid for by user. An \$80 deposit is required. The rate is \$40 with a two hour minimum. Approximately one month is needed as lead time to schedule an officer as these assignments are first come, first served. As of April 2010

Presbyterian Church of Broomfield
Facilities usage agreement

Smoking – The buildings and grounds of the Church are smoke –free.

Setup and Cleanup is your responsibility. - You are responsible for setting up and taking down all tables and chairs. The Church’s tables and chairs must be returned to their proper storage location. You are responsible for setting up and taking down your decorations. All trash must be collected and taken to the dumpster in the South parking lot. Counter tops must be wiped down and floors swept. Any costs incurred for special cleaning will be charged against your damage deposit.

Damage – You are responsible for the costs to repair any damage as a result of your usage. Any costs in excess of your damage deposit will be charged to the individual signing as client. Any such amount is to be paid within 30 days. Any outstanding balances will accrue interest at the rate of 5% per month and, if collection services become necessary, the individual will be responsible for the Church’s reasonable costs and attorney’s fees to collect the unpaid amount.

Any damage noted during the facility walk through prior to your event should be reported and documented. Any damage related to your usage will be documented and reported to you the following business day.

Disorderly or disruptive conduct – The church reserves the right to end an event if disorderly or disruptive conduct arises. This may include vandalism, violent acts, fights, or behavior that jeopardizes the safety of individuals or the facilities.

General Guidelines

You must provide the Church with any invitation, flyer, poster or any other advertisement no later than two weeks before your event.

Décor details must be provided to the Church in advance. You may not use push pins, nails, duct tape, or cellophane tape to mount things to the walls. Use ONLY MASKING or SCOTCH tape, which must be removed after your event.

You may not use confetti, rice, or glitter. Absolutely no dance floor applications (i.e. dance powder, saw dust, talc, etc.) are permitted. Dripless candles and enclosed and floating candles are permitted only as table centerpieces.

There may be other events occurring concurrently in/on other areas of the Church’s property. Every effort will be made to prevent disruption of any events.

Client _____ (print) Date: _____
Client _____ (signature)

Presbyterian Church of Broomfield
Regulations for Liquor Service

The Church must be informed with all details of any liquor service planned.

Bartenders must be certified with proper identification/certification. The user is responsible for furnishing this information with the final payment and damage deposit two weeks prior to the event. The Church may routinely check for identification. Bartenders must observe the laws of the State of Colorado regarding liquor service. Providing liquor to anyone under the age of 21 will result in the closing of the liquor service.

Self service bars or liquor stations are not permitted.

Security is required for events providing liquor service. This is coordinated by the Church and is charged to the user at \$40.00 per hour with a two hour minimum. **One month** lead time is needed to secure an off-duty officer. This is a flat fee, regardless of the number of personnel on site.

All liquor service must end 30 minutes before the scheduled ending time of an event as shown on the signed contractual agreement.

If kegs are being iced, they must be stored in a leak-free tub, bucket, or trashcan provided by user.

The Church reserves the right to close liquor service or terminate an event if disorderly or disruptive behavior occurs as a result of irresponsible liquor service or excessive alcohol consumption.

It is the user's responsibility to review these regulations with those who will be serving liquor.

I have read and understand the above regulations and agree to follow them. I will also insure that all others involved in liquor service adhere to these regulations.

Client Signature _____

Date _____

FACILITIES USE REQUEST
Presbyterian Church of Broomfield
350 Main Street
Broomfield, Colorado 80020
303-466-4433

I understand the church policies and procedures regarding church facilities usage, and thereby request to use the facilities listed below. It is understood that my organization will be responsible for the facilities and equipment used, including cleaning and returning it to original configuration (resetting tables and chairs, etc.), turning off lights and electrical equipment, closing windows, locking all doors and taking trash outside to the dumpster. The cost of any damage or breakage will be paid by the signator(s).

Requested Use Date _____

Time: from _____ **to** _____

Room(s) Needed:

Sanctuary

Fellowship Hall

Kitchen

Nursery

Ministry Center *

Meeting Room(s): _____

Estimated Number of People _____

Description of Activity:

Organization Requesting Facilities _____

Responsible Person _____

Address _____

Telephone Number _____

Calendar Checked _____ **Action Taken** _____

Deposit Received _____

Requester Notified _____ **Deposit Returned** _____

*See separate Rate Sheet