



In Focus Church

Rental Guidelines + Responsibilities

For the purposes of this agreement, any references to the facility include all IFC properties, buildings, furniture and equipment.

Rental Guidelines

- Notice:** No individual, group, or organization shall use any church facilities in a way that is contrary to the mission, purpose or beliefs of IFC.
- Use of Premises:** The rented premises shall only be used for the purposes described in the agreement and in compliance with all applicable laws and regulations. Any use of the premises contrary to this agreement shall be considered a breach.
- Insurance & Damages:** In the event of damage to the facility, Renter will be responsible for the repair and replacement costs as estimated, or otherwise determined by the Building Rental Coordinator. Renter shall pay IFC for all such repairs or replacement costs immediately upon request.

Renter Guidelines & Responsibilities

The transfer of permission to use the facilities to any other persons or groups is prohibited.

- No Smoking:** Smoking is strictly prohibited. This includes e-cigarettes and vapes. Evidence of any smoking will result in loss of full security deposit, and the Renter will be held responsible for any additional cleaning fees required.
- No Alcohol:** Alcohol consumption is strictly prohibited. Evidence of any alcohol will result in loss of full security deposit, and the Renter will be held responsible for any additional cleaning fees required.
- No Open Flames:** Candles, lanterns, or any other open flame devices are not permitted.
- No Taping or Nailing:** Do not tape or nail anything to the walls, ceilings, floors, or fixtures. Nothing can be fixed to sound panels in the Auditorium. ONLY Masking and Painter's Tape is permitted.
- No Confetti or Glitter:** These materials can be difficult to clean up and may cause damage to flooring and furnishings.
- Careful Handling of Furniture and Equipment:** Treat all furniture and equipment with care. Do not drag or move items in a way that could cause damage.

- Proper Use of Audio/Visual Equipment:** Use audio/visual equipment responsibly, and follow any instructions provided by venue staff.
- Cleaning Requirements:** Ensure that all trash and debris are properly disposed of in dumpsters located in the back of the building. Clean any and all spills immediately to prevent staining or damage.
- No Unauthorized Alterations:** Do not make any alterations or modifications to the premises without prior approval from IFC.
- Supervision of Children and Pets:** For their safety, children must be supervised at all times. Pets are not permitted on the premises without prior approval, ie: Service Animals.
- Emergency Procedures:** Familiarize yourself with emergency procedures and all exits in case of emergency.
- Entry:** Renter will receive entry code and/or detailed instructions for entry into IFC. This information may not be shared with anyone. Access to rented space/s will not be permitted prior to booking time, unless otherwise stated.
- Use:** Renter may only use the space/s rented in agreement. Any unauthorized use will be taken out of security deposit or charged to Renter. Renter is responsible for all event set-up and clean-up, including returning all items to their original location.
- Conduct:** IFC reserves the right to intervene and/or stop an event immediately in the event of misconduct, violation of venue rules, or any behavior deemed harmful, disruptive, or dangerous to the premises, staff, or other event attendees. The decision must be complied with by all attendees. Refusal to comply may result in eviction from the premises and forfeiture of any security deposit or rental fees paid.

In Focus Church reserves the right to change any reservation, at any time, for any reason. If this happens, we promise to give proper notice, and will do our best to accommodate your booking in another In Focus Church rental space.