

Eastside at First & Miller Building Usage Policies & Rates

Introduction The Eastside Church of Christ at First & Miller is located at 2000 & 2004 South First Street, Garland, TX 75041. The facility covers 2 city blocks. These 2 blocks contain approximately 32,000 square feet of air-conditioned space. It features a 650-seat capacity worship facility. Which includes main and auxiliary kitchens, conference rooms, and over 20 classrooms, along with staff offices. It also has an embedded Daycare and Nursery.

Reservations for weddings may include the Auditorium or Fellowship Halls. Receptions may be held either the kitchen. (Main or Auxiliary) The kitchens, Conference Room and other various classrooms are available for reservations and use.

The Eastside Church of Christ First & Miller building complex is a gift from God and will be used to support activities that glorify God and facilitate the mission of the Church. Recorded music may be either acapella or instrumental and appropriate for this facility for weddings. Live music must be acapella only. Groups will be held responsible for any damage occurred to the building and/or equipment.

Definitions

- ❖ **Members** – Those individuals that have membership at ECCFM for at least six months
- ❖ **Non-Members** - Any affiliated congregation that is in good standing with the brotherhood and their members
- ❖ **Deposits** - Monies required to reserve private function for members and nonmembers.
- ❖ **Reservation Fee**- Monies required to reserve space for activities - \$25.00.
 - ***This \$25.00 is nonrefundable if not canceled two weeks before event.***

Utilization Principles

It is intended that the Eastside Church of Christ First & Miller building be fully utilized to serve our ministries.

- ❖ Worship Services
- ❖ Bible Classes
- ❖ Fellowship Activities
- ❖ Outreach Activities

Additionally, other functions will include weddings, special events, funerals, community and civic activities, and similar activities.

It is imperative that reservations are made to secure access to our building and meeting rooms at least 2 weeks in advance and a Reservation Form are on file in the office. Often multiple events will be occurring simultaneously, so it is important to treat others with respect and kindness. Those areas not reserved by your group should be considered “off-limits.”

When a person or group reserves a room or a facility, the facility must be returned in the condition as it was received. If damage occurs or something does not function properly, please report the problem to Greg Allmon (972) 797-4862 so that repairs may be made.

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Fees

Damage to the Building or Property:

ECCFM is not responsible for damage to autos or other personal property while individuals are at our facility. Additionally, we assume no responsibility for injury or death due to accidents. Playground use is off limit for non-member activities.

Damage to Church Property and Equipment:

Individuals are responsible for repair, cleaning or replacement of damaged equipment, furnishings, carpet, walls, windows, etc. that occur when our facility is in your care. All damages should be immediately reported to the Facility Manager between 8:00 AM through 3:00 PM, Monday through Thursday. The Facility Manager will negotiate repair or replacement of damaged goods.

Trash:

All trash will be gathered by the responsible party at the conclusion of the event and placed in ECCFM provided trash bins. Also, all materials or items brought to the ECCFM building for an event must be removed immediately following the event. We will not store rented chairs, tables, etc. from a vendor over a weekend — only the next day.

No food of any kind may be stored at our building before or after the event.

Event Conclusion:

It is the responsible party's responsibility to return the room or reserved area to the condition it was received.

Security

If you feel you need a security guard for your event, please contact Greg Allmon and it can be arranged through the City of Garland Police Department or other security firms or personnel. (Rates TBD.)

Policies:

General Policies:

The following policies must be acknowledged (in writing) and adhered to:

- All events at ECCFM must be church sponsored, scheduled through the ECCFM church office, and have an ECCFM staff member attending the event/class. **No exceptions will be made.**
- Alcoholic beverages are not allowed on church property.
- Smoking is not permitted inside church property.
- Whenever a request to use the church facilities is made, one person must be willing to accept responsibility for clean-up and/or damages.
- Non-members using our facility should ordinarily be accompanied by an ECCFM member for the duration of the event.
- No food or drinks are allowed in the Auditorium (except communion or capped bottle water).
- Food and drinks are not to be taken from the room from which they were served.

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- There should be no red, grape, or orange drinks in the building. These colors permanently stain carpets.
- Skateboarding is not allowed anywhere on our property.
- There will be no running in the building.
- We cannot support “for profit” events at our buildings.
- Furniture should not be moved without permission of Greg Allmon. If permission is given, furniture must be returned to its original location after the event. Greg Allmon will see that furniture gets moved for weddings.
- Announcements, posters, etc. are not to be attached to the walls with tape, nails, staples (i.e., if the wall surface will be damaged with attachment or removal, it should not be mounted). Suitable mounting supplies are available in the office or resource room.
- Kitchen equipment, new furniture, televisions, DVD players, sound equipment, etc. will not be loaned to members or non-members. A few old tables and chairs will be available to loan to members and arrangements must be through Greg Allmon.
- Keys must not be loaned/copied and doors should not be propped open. Keypad codes/key fobs are not to be given out.
- Visitor, Handicap, and Drop-Off parking signs are to be observed at all times. Parking under covered parking areas for extended periods of time is not allowed and your vehicle is subject to towing due to fire code.
- Activities should be limited to the room or areas reserved and should start and complete at the agreed time.
- All reservations are made on a first-come, first-served basis; however, special consideration and emphasis will be given to ECCFM ministries.
- Wedding reservations are taken up to one year in advance and reservations must be confirmed in writing. If you are uncertain whether our facilities will meet your needs, Greg Allmon will provide a complete building tour.

Childcare

If you are providing childcare for your event, you must have at least 2 adults supervising and those adults must have a background check on file with ECCFM. Specific rooms must be reserved for childcare and children must be contained within those rooms. In order for a child care request to be considered, it must be turned into the facility manager, in writing, at least 2 weeks prior to the event.

The person providing the childcare, or the group that has secured the childcare is responsible for cleaning the areas that are used. Furniture/toys **may not** be moved from room to room. All items should remain in their specific areas.

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ECCFM Event Rates & Policies

Room Rental for Private Social Events (weddings, banquets, etc.)

These fees cover 3 hours of event time. Each additional hour will be \$35/hour. Events must end no later than 10:30 p.m. This includes clean up by the party. Building will be locked at 10:30pm.

	Non-Members	Members
Auditorium	\$200	\$100
Main Fellowship Hall	\$150	\$100
Aux Fellowship Hall	\$100	\$ 75
Conference Room	\$100	\$ 50

** You or an immediate family member must be a member of ECCFM for six months in advance of the booking date to qualify as a member.*

Tables, Chairs

Additional **SET UP FEES** will be charged. These fees cover one hour of set up time and one hour of clean up time. (Party is responsible for cleanup of flowers, table décor, etc.)

SET UP FEES:

- ❖ A set up fee for groups of 100 or more will be charged \$200.00
- ❖ A set fee for groups of 50-100 will be charged \$100.00.
- ❖ A set up fee for groups of less than 50 will be charged \$75.00.
- ❖ Instructions for set up of tables and chairs are required in writing **at least two weeks** prior to event.

Audio/Visual

- ❖ Any audio/video/technical needs are required **2 weeks** before the event date.
- ❖ If AV equipment is requested, an audio/visual employee will need to be on site to assist with A/V needs. *The cost for each of these employees is \$30 per hour per person with a 4-hour minimum.*

Catering

If you have a caterer that will be using the kitchen, there is a \$250 usage fee as well as a \$250 refundable deposit if facility is left in good condition. Caterer must provide proof of insurance and health inspection certificate.

Conference Room: \$25/hour

- ❖ Instructions for set up of tables and chairs are required in writing **at least two weeks** prior to event.
- ❖ If requested, an audio/visual employee can be on site to assist with A/V needs. The cost for each of these employees is \$30 per hour per person with a 4-hour minimum... unless your event is held during church business hours.
- ❖ Instructions for set up of tables and chairs are required in writing **at least two weeks** prior to event.

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- ❖ If requested an audio/visual employee could be on site to assist with A/V needs. The cost for each of these employees is \$30 per hour per person with a 4-hour minimum.... unless your event is held during church business hours.
- ❖ Services such as screens, music and televisions are available for an additional fee.
- ❖ Church related activities will not be charged.
- ❖ Furniture may not be moved from this room.
- ❖ Services such as screens, music and televisions are available for an additional fee.
- ❖ ECCFM groups will not be charged.
- ❖ ECCFM members will not be charged for the room rental, but are responsible for the room clean up
- ❖ Furniture may not be moved from room to room.

Outdoor Playground

- ❖ Mandatory check-in system through the main office
- ❖ Adult supervision required.
- ❖ No children over the age of 12.
- ❖ Clothing with slogans or advertising not compatible with Christian principles will not be allowed.

Fellowship Hall

The kitchen is available for use and must be reserved through the church office. A staff member who has been trained on the equipment will monitor it. Instructions on how to use the equipment are posted above each piece of equipment and should be read and followed.

The cost for each of these employees is \$30 per hour per person with a 4-hour minimum.

Birthday Parties – Children – any rooms

- ❖ 10 children - \$125.00 (any additional children are \$5.00/child)
- ❖ Parties are 1.5 hours long with 30 minutes before and after for clean up

RESTRICTIONS FOR ENTIRE FACILITY

No alcohol, tobacco, drugs or weapons. No pets, helium balloons or bubbles inside. No rice inside.

Nothing stuck to walls or hung from ceiling. No flammable items (propane, gasoline, lighters, etc). No tap dancing or any other activity that could damage the floor No skate shoes or rollerblades.

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Request Form

Request Date ___|___|___ Event Date(s): ___|___|___ ___|___|___ ___|___|___

Event Name: _____

Person Responsible for Event: _____

Email: _____ Phone Number: _____

Room(s) requested for event: _____

*(Note: You **will not** have access to any part of the building other than the room(s) you specifically request.)*

Actual Time of Event: _____

Opening Time: _____ Closing Time: _____ Number of People: _____

Frequency: _____

Furniture Set Up? ___ Yes ___ No

Describe needs *(include diagram if needed)* _____

Audio/Visual System? ___ Yes ___ No

Will you need a clean-up custodian? ___ Yes ___ No, we will clean up afterward.

Type of Event: ___ Church Ministry (No Fees) ___ Non-Church Ministry (Fee)

Note: All functions that are recognized ministries of ECCFM are provided without charge. Any other functions do require fees or at minimum a deposit to guarantee adequate supervision and cleanup. The Facilities Supervisor makes the determination of fees and deposits.

I understand my responsibilities and obligations in using this facility as outlined in the Building Use Policy. I will take great care to insure the facility is presentable for the next scheduled event.

Signature _____ Date _____

Office Use: Check Number: _____ Received On: _____ Accepted By: _____