



Facility Use and Rental Policy

RESERVING THE FACILITY

In order to reserve any part of the facility, you must fill out the Request for Facility Use Form found on our website at www.liverpoolfamily.com. Reservations must be made 30 days in advance of the event.

AVAILABILITY

The facility is *not* available during the following days and times:

(Some exceptions may be made, depending on the nature of the event and how much space is required)

- Monday - varies
- Tuesday – after 6
- Wednesday – after 6
- Thursday – after 5
- Friday – after 4
- Saturday - varies
- Sunday mornings until 12 noon

AVAILABLE AREAS

The Auditorium

The auditorium has seating for approx. 160 people. (Max capacity is 200, additional chairs needed) The auditorium is equipped with a full sound system, audio/video capabilities, stage, and 160 chairs. Please note that an LCC trained technician is required if you wish to make use of the sound and a/v equipment at an additional fee. Chairs may be re-arranged and tables (9 – 6' banquet tables available) may be brought in depending on the needs of the event. *Please specify your needs on the Facility Use Request Form.*

The Lobby

The Lobby includes one large family-style table with seats for 10 people, a coffee bar area, and full kitchen. Tables (9 – 6' banquet tables available) or chairs (from the auditorium) may be brought in depending on the needs of the event. *Please specify your needs on the Facility Use Request Form.*

Elementary & Youth Rooms (Upstairs)

The Elementary room is one very large room with space for a several tables and chairs, or a large open space. The Youth Room is a smaller room furnished with small couches and chairs in a casual environment. Both areas could be utilized for a small meeting, or prep area for a Bridal party. There is a small bathroom upstairs.

Playground

There is a small, fenced playground outside with one large and one small slide/swing apparatus. In season, it may be used for a small party, or for children attending an event to play *with adult supervision*.

Bounce Houses

There are two Bounce Houses available, one small and one large. They must be used in the auditorium or grass only (no hard surfaces). They may be used at your own risk for a party/event if the following guidelines are followed:

BOUNCE HOUSES

- The customer sets up, tears down, and puts the bounce houses away
- There is constant adult supervision during use
- The Bounce Houses must be wiped down with disinfecting wipes before being stored
- All chairs in the auditorium must be put back after use
- An additional fee may be incurred if there is damage to the Bounce House(s)

FACILITY FEES

Main Auditorium	\$100 for 2 hours \$350 for 5 hours/wedding \$50/ for each add'l hour
Lobby/Kitchen	\$25/hour
Bounce Houses	\$10/hour add-on
Audio Tech	\$25/hour
Video Tech	\$15/hour
Elementary/Youth	\$15/hour
Playground	No charge

FEE PAYMENT POLICY

For non-members, a 25% deposit is due at time of reservation in order to hold your date. The deposit should be paid within three days of scheduling. Final payment is due one week prior to event. No exceptions.

Regular attenders/Members of Liverpool Christian Church may rent the facility for 2 hours at a time for FREE (set-up and tear-down included). However, a \$50 deposit will be required to hold the event and receive a key. The \$50 will be returned upon staff inspection of the facilities and return of the key. Members must follow all the policies listed herein.

Payments should be addressed to: Liverpool Christian Church 2021 Cold Springs Road Liverpool, NY 13090

AUDIO/VIDEO

A Liverpool Christian Church trained technician is required for all events requesting sound, lighting or multimedia presentations. Based on the scope of your event, more than one technician may be required. There is an additional fee for this service. Setup and sound checks must take place during the rental time frame with an LCC technician.

FOOD AND BEVERAGES

If food or drink will be served in the Auditorium any stains in the carpet will result in the deposit being kept to cover the cost of cleaning, therefore, please ensure all liquids are light/clear and there are lids on all cups.

Food and drink items may be catered through an outside vendor. Outside vendors must be licensed and insured, and approved through the Event Coordinator at least five (5) days prior to the event.

There is a full kitchen (fridge, stove, microwave, etc.) and coffee bar area in the Lobby. The two Keurig Coffee machines may be used, but *you must bring your own K-cups and creamer/supplies*.

Alcohol is not permitted on Liverpool Christian Church premises.

Smoking is not permitted inside facilities. Please use the butt disposal outside the lobby doors.

SETUP AND CLEANING

Chairs (160 auditorium, 10 lobby) and tables (9 – 6' banquet) are available and should be set up by the customer. Customers are responsible for assuring that the facility is left in its original condition at the conclusion of the event. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, wiping up all spills, vacuuming, mopping as needed, washing and putting away dishes, restocking toilet paper, wiping down bathrooms and removing all event materials from the space.

****Please see cleaning check-list in the resource room***

DECORATIONS

Liverpool Christian Church does not provide decorations. Your event coordinator must approve any and all decorations in advance, and locations to be decorated, or modified. Painter's tape is to be used on painted surfaces. Any glitter or confetti must be completely cleaned.

EVENT COORDINATOR (Pre/Post Event)

After your event has been approved and your deposit has been paid, you will be assigned an event coordinator. The fee for the event coordinator is **included** in the rental fee. Your event coordinator will be your contact person and will walk you through the facility before the event, ensure you have needed access to the building, and provide you with everything you need prior to the event. *The Event Coordinator MAY be available to be the on-site coordinator on **the day of the actual event for an additional fee.***

Pastoral Staff/Officiant

If you need a member of the Pastoral to officiate your wedding or vow renewal, please confirm the date(s) and expectations (rehearsals/sound checks/attire/time required) with the individual minister before setting the date of your event. Members are not required to pay a fee, however it is customary to provide a donation to cover the minister's time. For non-members a fee of \$350 per event will be charged, in addition to the rental fee. If a donation or payment will be made, please make the check to the individual minister (NOT to LCC).

Individual or Couple's/Pre-marital counseling MAY be required at the discretion of the minister.

Musicians/Performers

If you need a musician to perform at your event, please confirm the date(s) and expectations (rehearsals/sound checks/attire) with the individual musician/performer. It is customary to provide payment to cover the musicians time and practice. Please ask the musician directly what their fee is, and please make the check to the individual (NOT to LCC).

CANCELING & RESCHEDULING

Events cancelled within 20 business days prior to the event will qualify for a full refund, less a \$50 administrative fee. Events cancelled less than 20 business days from the start of the event will not be refunded.

If an event requires rescheduling, the Event Coordinator must be notified within 20 business days from the original start time of the event. There will be no penalty if an event is rescheduled within the required time. All deposits and payments will be put towards the new event date. If an event is rescheduled less than 20 business days from the original start time of the event, a \$50 rescheduling fee will be applied to the event invoice.

ADDITIONAL INFORMATION

- Liverpool Christian Church staff will not accept deliveries for the event. Customers must bring all items with them at the time of set-up.
- Liverpool Christian Church reserves the right to disallow access to the building to any customer or vendor who has violated these guidelines.
- Visitor safety and access to public areas must be maintained during set-up periods.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations. Maximum capacity of the lower level is 250 persons (200 Auditorium, 50 lobby).
- Customers are liable for all damages incurred to the building or grounds. A fee may be charged to cover damages, carpet stains, broken windows, etc.
- Liverpool Christian Church will not be held liable for any injuries incurred through use of the playground equipment or bounce house. Use at your own risk. *Adult supervision required at all times.*
- Liverpool Christian Church reserves the right to cancel any event due to unforeseen circumstances. If Liverpool Christian Church cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount on the facility rental fee.
- Customers should only access the parts of the facility that they have rented. Other parts of the facility should be considered off-limits.

Contact the Church Office for any additional questions