

## **Journey Church Rental Policies and Procedures**

Thank you for choosing our venue for your event. We strive to provide a safe and enjoyable environment for all our guests. To ensure a smooth rental experience, please review the following policies and procedures.

1. Journey Church Rental Fee:
  - a. The Renter agrees to pay Journey Church the fee for the rental of the venue for the specified event.
  - b. Payment shall be made in the following manner:
    - i. 50% of the rental fee to secure the reservation.
    - ii. The remaining 50% of fee is due 10 days before event.
2. Security Deposit:
  - a. The security deposit of \$200 is due 10 days before event and will be returned to the renter within 30-60 business days after the event, provided there are no damages to the venue or violations of the terms of this Agreement.
3. Use of Venue:
  - a. The venue is to be used solely for the purpose of the event described in “the rental details” of this document.
  - b. The renter agrees to adhere to all local laws, ordinances, and regulations, including noise restrictions and occupancy limits.
  - c. The renter shall not sublease or assign the venue to any third party.
4. Reservation Process
  - a. All venue reservations must be made in advance by submitting a request.
  - b. Renter must be at least 18 years old.
  - c. Reservations are subject to availability and must be confirmed with a signed rental agreement. Reservations are subject to the discretion of Journey Church leadership.
  - d. Rentals are available for a specified time frame, including renter’s setup and cleanup.
  - e. The renter is responsible for leaving the venue in the same condition as it was found. The renter is responsible for setup and cleanup of the venue, including removal of all decorations, equipment, and personal items.
  - f. All trash must be placed in designated receptacles.
  - g. Failure to leave the venue in the same condition as it was found or any damages to the venue or its property caused by the renter, or their guests shall be the responsibility of the renter and may result in forfeit of security deposit as well as additional charges.
5. Rental Guidelines

- a. Smoking (including vaping and e-cigarettes) is strictly prohibited inside the venue and within a designated distance from the entrance.
  - b. No alcohol or illegal substances are permitted on the premises at any time.
- 6. Security
  - a. The renter is responsible for the conduct of all guests and ensuring compliance with the rental agreement.
- 7. Additional Services
  - a. Additional services such as audiovisual equipment may be available upon request and at an additional fee.
- 8. Cancellation Policy
  - a. Cancellation Requests:
    - i. All cancellation requests must be submitted in writing to Journey Church by the renter.
  - b. Cancellation Timeline:
    - i. Cancellations made 30 days or less prior to the scheduled event date will result in forfeit of 50% rental fees.
    - ii. Cancellations made 10 days or less prior to the scheduled event date will result in forfeit of the full rental fee.
  - c. Refunds:
    - i. Refunds, if applicable, will be issued if cancellations are made within the allowable cancellation period.
    - ii. Refunds will be processed within 30-60 business days of the cancellation request and will be issued using the same method as the original payment minus 3% processing fee.
  - d. Force Majeure:
    - i. In the event that the cancellation is due to circumstances beyond the control of the renter or Journey Church, such as natural disasters, acts of terrorism, or government-imposed restrictions, the cancellation policy may be adjusted at the discretion of Journey Church.
  - e. Transfer of Booking
    - i. Renters may request to transfer their booking to an alternative date, subject to availability and approval by Journey Church.
    - ii. Transfer requests must be made within 15 days of the original event date.
    - iii. Additional fees or charges may apply for transferring the booking.
  - f. No Show:

- i. Failure to notify Journey Church of a cancellation and non-appearance on the scheduled event date will result in forfeit of the full rental fee and security deposit.

9. Liability and Insurance:

- a. The Renter agrees to indemnify and hold harmless Journey Church from any and all claims, damages, or liabilities arising out of the renter's use of the venue.
- b. The renter may be required to provide proof of liability insurance covering the event.
- c. Journey Church may require additional insured status on the renter's insurance policy.

10. Governing Law:

- a. This Agreement shall be governed by and construed in accordance with the laws of the state of North Carolina.

11. Amendments to agreement:

- a. Journey Church reserves the right to amend or update this agreement at any time without prior notice.
- b. Any changes to this agreement will be communicated to the renter in writing.

12. Entire Agreement:

- a. This agreement constitutes the entire understanding between the parties and supersedes all prior agreements, whether written or oral.
- b. I have read and agree to this rental agreement.
- c. IN WITNESS WHEREOF, the parties hereto have executed this agreement as of the date first above written.

\*\*Failure to comply with these policies and procedures may result in termination of the rental agreement and forfeit of any deposits or payments made. Journey Church reserves the right to refuse service to anyone who violates these policies or poses a risk to the safety and well-being of others.