

RENTAL & BUILDING USE POLICIES

GENERAL INFORMATION - visit our website at www.KansasMissionChurch.org

Facilities

- The Mission Center Multipurpose room holds 250 seated and 400 for a stand-up reception
 - Suitable for receptions, dinners, parties, and meetings
 - Complete kitchen and serving bay.
 - Has state of the art AV system.
- 13 large classrooms.
- The Mission Center Worship Chapel seats 110 and has a complete AV system.
- Athletic Field – 3 acre athletic field available for sports events.
- Main Sanctuary – seats approximately 300. Equipped with a organ and concert grand piano.
- No rental space is available on Sundays before 2:00 p.m.

RULES AND REGULATIONS

In general, priority for use of the building is given to the congregation and its programs. The Facilities Manager is responsible for scheduling. Decisions on the use of the building will be at the discretion of the Church Council. Those groups using the building must be in agreement with our principles and mission statement.

Nothing in this policy shall be construed to deny the Kansas Mission Church the right to refuse use of any space to any group or individual because of staff limitations, maintenance, administrative, or other considerations that may from time to time prevent adequate protection, maintenance, or administration of the building. In addition, the proposed use may pose no threat to the safety of the building as determined by the Director.

All arrangements for access to the building, including rental delivery and pick-up, must be made through the Facilities Manager. Lessee will be responsible for removal of all delivered items. Unless prior permission is granted, all items must be removed immediately after the event.

Restrictions:

- Doors, stairways, and exits may not be blocked.
- Decorations must be fireproof.
- No tape, tacks, nails, staples, or screws may be used on floor or walls.
- Fog machines, smoke machines, bubble machines and dry ice are not permitted.
- All special effects must be approved prior to event.
- All affairs must end by 10PM.
- No deep-frying or propane cylinders permitted on premises.

- Smoking is not permitted anywhere on the church grounds including parking lot and fields.
- For multi-day rentals, a certificate of insurance covering Kansas Mission Church is required.

The Kansas Mission Church is not responsible for the loss or theft of any personal or rented items belonging to or used by the caterer, lessee, and/or guests of the lessee.

RENTAL FEE SCHEDULE**

Mission Center Multipurpose Room - \$125 per hour (2 hour minimum)

Mission Center Classrooms - \$25 per hour

Mission Center Chapel - \$75 per hour

Mission Center Athletic Field - \$25 per hour

Main Sanctuary Fee - \$300 per 3 hour event (Rehearsal time included)

Non-Profit Ministries and Organizations : Contact Facilities Manager for special rates:

Additional Fees

Security Deposit (returnable) = 25% of total required (\$100.00 minimum)

Returned checks: \$35 fee

Table and Chair Setup and Take Down : \$100

MANDATORY CLEANING FEE : \$150 (For Multipurpose Room Only)

**These rates are effective immediately and subject to change without notice

Payment Schedule:

- Deposit of 50% of the fee must accompany the rental application form
- We will hold a date for you for only 48 hours without a 50% deposit and signed contract. At the end of 48 hours, any date not confirmed with the above requirements will be released.
- Full payment is due before the event

Cancellation Policy

Full Refund – 30 days or more before the event

No Refund – 29 or fewer days before the event

Note: Please use **8841 Glenwood St, Overland Park, KS 66212** as the address on invitations or advertisements.

RENTAL APPLICATION

Name of individual or group using facility: _____

Date of Event: _____

Beginning Time: _____ Ending Time: _____

Purpose of Event: _____

Probable Number to Attend: _____

List any special equipment or materials you will be bringing into the Chapel for your event:

Person Responsible for Facility:

Name _____ Phone # _____

Address _____

By applying for the use of the Kansas Mission Church facilities, I agree to adhere to the policies set forth for the facility and to be responsible for payment for any charges incurred for the use and any damage caused by my use.

In accepting the use of the Kansas Mission Church, I hereby release the Kansas Mission Church, its representatives, and volunteers from any liability for any accident, injury, or illness which might occur as a result of the use of the MWMC.

Indemnification Statement

In consideration for the use of the Kansas Mission Church facility, the person/organization signing below agrees that it has received the Kansas Mission Church Rental and Building Use Policies, will abide by them, and that:

- a) It will pay for all damages to any property at the Kansas Mission Church building or grounds resulting directly or indirectly from the conduct of any member, officer, employee, agent or guest of the renter or its invitees.
- b) It will hold harmless and indemnify Kansas Mission Church from and against any and all liability which may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person in connection with the meeting/event.

Signature of applicant

Date