

Trinity Lutheran School – Orchard Farm

Venue Rules

General

1. Renter(s) shall be at least 21 years of age.
2. Renter and all of Renter's guests and vendors while Renter is in control of the venue, shall abide by all applicable laws, ordinances, codes, rules and regulations, including any directives from venue staff. Violation of the same or misrepresentation of the use to which Renter puts the venue may result in forfeiture of security deposit, Renter's event being stopped, the notification of the applicable authorities, and/or the denial of future rentals.
3. Renter and all of Renter's guests and vendors shall not be present in Owner's venue beyond the areas reserved for them.
4. Renter and all of Renter's guests and vendors shall conduct themselves in an appropriate manner which reflects this venue's Christian standards.
5. Renter accepts liability for the loss or damage of any of Owner's property as a result of actions by Renter or any of Renter's guests.
6. There shall be NO SMOKING indoors at the venue. Smoking is permitted outside, and all waste/trash resulting therefrom shall be disposed of in the appropriate receptacles. Failure to comply with this Rule shall result in forfeiture of Renter's security deposit.
7. Renter agrees the venue shall not host a bachelor party, bachelorette party or quinceanera party.
8. Renter shall ensure all applicable capacity limits of the venue are abided by. Exceeding any capacity limits shall result in forfeiture of security deposit.
9. No more than fifty (50) persons are permitted to occupy the cafeteria.
10. No more than five hundred (500) persons are permitted to occupy the gymnasium.
11. Renter and Renter's guests are granted use of restrooms, kitchen, tables, chairs and sound system. Renter is responsible for setting up and putting away all tables and chairs in their proper place.
12. Except for service animals, as defined by the Americans with Disabilities Act, animals of any kind are expressly prohibited without prior written approval from the Owner's Board of Facilities Use.
13. No persons under the age of 21 shall be permitted in the venue unless there are also at least two (2) adults at least 21 years of age present.
14. Owner reserves the right to close the venue during periods of inclement or severe weather. In the event of such closing, Renter shall be notified as soon as reasonably possible.
15. If the clearing and/or putting down of salt is required at the venue, it shall be at the sole discretion and responsibility of Renter.
16. Renter may access the venue the evening prior to their event for an additional fee of \$125 (subject to availability).
17. Owner will not sign for or accept and deliveries items delivered for your function and nothing can be delivered or stored prior to or after your rental. Anyone providing equipment or supplies (caterer, disc jockey, etc.) must remove their items at the end of the Rental Period. All items brought in are at the discretion of Trinity Lutheran School

Facilities Use Board. Equipment and decorations require approval in advance and may require insurance. The Facilities Use Board is not responsible for anything left in the building. Make sure anyone providing service for your event is aware of this rule.

18. There will be a fee of \$35.00 per one-quarter (1/4) hour for usage of facility not scheduled in advance. Make sure you schedule enough time for set-up and clean-up. Events must end no later than 11pm and clean-up and removal of items completed by midnight.
19. Renter shall have the venue properly cleaned and equipment stored prior to the termination of the Rental Period.
20. Renter shall wipe down the kitchen using the provided cleaning materials prior to the end of the rental period.
21. Renter shall ensure all light have been turned off prior to leaving the venue.
22. Renter shall check in with the facility monitor prior to the conclusion of the Rental Period. Trash, and all decorations including tape must be removed and disposed of properly, and tables and chairs must be placed back in the equipment room using the proper storage carts prior to the end of the Rental Period. All trash must be emptied and taken to dumpster prior to the end of the Rental Period. If extra bags, mop or additional cleaning supplies are needed, renter shall check with the facility monitor. Renter shall verify with facility monitor, prior to leaving the venue, to ensure the facility has been properly cleaned. Failure to verify with facility monitor prior to leaving the venue may result in forfeiture of security deposit.

Decorations

23. There shall be absolutely no burning of candles or open flames permitted in the venue other than birthday-candle-type candles on cakes.
24. Renter shall not tape tack, glue or staple coverings or decorations to tables or chairs.
25. Decorations and/or signs placed outside the building must be removed at the conclusion of the Rental Period. Decorations may not be attached to traffic, street or directional signage. Cleaning charges will apply if staff must clean the exterior of the building.

Alcohol

26. If liquor is to be present at Renter's event, Renter shall obtain satisfactory event liability insurance which must be approved by Owner's Board of Facilities Use no less than ten (10) days prior to the event.
27. No consumption of alcohol is permitted by persons under the legal drinking age.
28. Renter shall not sell or permit members or guests to sell alcohol on the premises.
29. No kegs are permitted unless Renter also provide an accompanying kegerator.
30. No open alcoholic beverages are permitted outside of the building.
31. No alcohol is permitted to be served after 11pm.
32. Absolutely no sales of alcohol are to be permitted.
33. Alcohol is strictly prohibited at the venue during Trinity Lutheran School hours

Insurance

34. Owner's reserves the right to require Renter to obtain event liability insurance. If, at the sole discretion of Owner's Board of Facilities Use, it is determined insurance is required,

Renter shall obtain satisfactory event liability insurance which must be approved by Owner's Board of Facilities Use no less than ten (10) days prior to the event.

Kitchen Use

35. Any cooking shall be done with the appliances provided. Commercial and/or portable cooking equipment are expressly prohibited. Cookware, serving dishes and utensils are not available and must be provided by renter.
36. All serving items must be brought in during reserved time and removed upon conclusion of the Rental Period. If Renter or Renter's caterer leaves items behind, resulting costs will be deducted from the security deposit.
37. Kitchen shall be left clean and all trash placed in trash containers.
38. Electric heating trays and other electric warming utilities are permitted in the kitchen, provided they can be plugged into the wall outlet and there are no hanging cords. Extension cords and multiple outlet adapters are prohibited. Warming units outside the kitchen must be heated by sterno or candlepower, not electricity or gas.
39. Renter shall inform his/her vendors of the rules listed and Renter is responsible for compliance there with.

Changes/Cancelations

40. The \$100.00 deposit is non-refundable in the event of a change or cancelation.
41. Requests for changes of the date and/or time of an event must be made no less than ninety (90) days in advance. Rescheduling is subject to availability.

IN WITNESS WHEREOF, I, the undersigned hereby acknowledge having read and understood the above Venue Rules. I understand that Failure to comply with said Venue Rules may result in partial or full forfeiture of my deposit. I further understand that I will be held liable for any damage that occurs as a result of my reservation.

Initials