

## **RULES AND REGULATIONS**

1. Renter agrees to use the facilities only for hours and the purposes stated in the application. **Renter shall be responsible for any violation of these rules and regulations by renter, guests, and all subcontractors (such as caterers, DJ's, decorators, etc.).** All requests for extended set up or break-down hours must be clearly stated in the application.
2. At least ninety (90) days' written notice is required in writing to cancel any scheduled rental, subject to forfeiture of deposit. Balance of the rental fee, security deposit, and all other fees are due at least thirty (30) days prior to rental date. Credit card payments are subject to a 3% surcharge. Returned checks are subject to additional fees.
3. A hall rental monitor will be assigned for all events, and this monitor will be your point of contact during the event, and for accessing the hall for setup prior to the event. Please obtain this contact information from the church office during normal business hours, typically Monday to Friday from 9am to 1pm. PLEASE DO NOT CALL THE OFFICE ON THE WEEKEND, CONTACT YOUR RENTAL MONITOR.
4. If actual attendance at the event significantly exceeds the estimated attendance listed on the rental application, we reserve the right to keep all or portions of your security deposit to cover additional services that may be required. Any changes to the estimated attendance must be submitted in writing at least thirty (30) days before the event. The Armenian Church of Our Saviour reserves the right to accept or deny such requests. Children must be supervised at all times.
5. *The Security Deposit is a refundable deposit*, however the Armenian Church of Our Saviour may retain a portion or all of the security deposit for violation of any of these rules and regulations. This may include, but not limited to, any of the following reasons:

- Physical damage to our building, equipment, or property\*
- Excessive cleaning required after the event
- Occupying the premises at hours other than what was indicated on the rental application
- Failure to leave the building at the scheduled time (this includes guests and any subcontractors such as decorators, DJ's, and caterers)
- Occupancy and/or attendance violations
- Unauthorized use of space or equipment in the facility that is not covered by the rental agreement
- Misrepresentation of the organization or the type of activity scheduled
- Cancellation of the event less than ninety (90) days prior to the scheduled event
- Failure to remove all equipment and decorations from the facility by the end of the scheduled time
- Failure to remove food from refrigerators, freezers, and ovens
- Unauthorized dumping or disposal of large items

*\*Please note that renter is responsible for the **entire** cost of any damage caused, including any amounts that exceed the value of the security deposit.*

6. Renter agrees to maintain a proper and orderly function and to pay for the cost of off-duty security, which may include Worcester Police Detail and/or private security. **Security is required for all events.** The level of security required will be at the sole discretion of the Armenian Church of Our Saviour.
7. The renter, guests, and all subcontractors must vacate the premises by the end time specified in the application. **Under no circumstances may ANYONE other than Armenian Church of Our Saviour staff members be on Church property after the end time stated on the application...NO EXCEPTIONS!** We recommend that all catering, music, and alcohol service be terminated at least one hour prior to the conclusion of the event, in order to allow sufficient time for all parties to vacate the premises.

8. **NO SMOKING IS PERMITTED INSIDE THE BUILDING.** Smoking can take place in designated areas outside the facility and by using the receptacles provided. **NO ALCHOLIC BEVERAGES OR FOOD ARE TO BE TAKEN OUTSIDE OF THE BUILDING.** Failure to comply may result in forfeiture of Security Deposit.

9. Caterer/renter must leave kitchen and facility clean and follow all rules described in Caterer/Kitchen Agreement. Responsibilities accompanying acceptance letter. **NO GREASE IS TO BE POURED INTO ANY KITCHEN SINK.** **All ovens and stoves must be shut off before leaving.** Caterer must dispose of all food related rubbish bags by removing them from the kitchen and placing in the dumpster located outside in the back-parking lot. Propane tanks are not allowed inside the building. Some cleaning supplies are available for use.

10. Dispensing of alcoholic beverages must be in compliance with local ordinances. **CANNED BEER ONLY, NO BOTTLED BEER ALLOWED.** **Bartender must dispose of all drink related items and liquids into receptacles, bins, and garbage bags provided and disposed of** in the dumpster located outside in the back-parking lot.

11. UNDER NO CIRCUMSTANCES ARE EXIT DOORS TO BE OBSTRUCTED IN ANY WAY. THIS IS THE LAW.

12. Set up of church owned tables (and chairs, if needed) will be performed by the Armenian Church of Our Saviour staff **only**. A suitable floor plan must be provided at least thirty (30) days in advance.

13. **Decorations must not cause damage to walls, ceilings, or hardwood floors. THUMB TACKS, NAILS, DUCT TAPE, or other strong adhesives are NOT ALLOWED. Outside chairs, tables, and floor stands must have adequate pads and protection to prevent damage to floors.** Decorations shall be dismantled at the conclusion of the event and removed from the facility. Candles must be contained in glass holders, no open flames. Rubbish bags and barrels will be provided to dispose of decorations, empty soda & liquor bottles/cans, paper goods, etc. **Any items left behind will be disposed of after the rental.** All requests for extended set up or break-down hours must be clearly stated in the application.

14. Pyrotechnics, open flames, and fog machines are not permitted.

15. A representative of the Church (hall rental monitor) shall be present during all hours that the facility is in use.

16. Gambling is prohibited. Games involving no exchange of money may be approved.

17. The Armenian Church of Our Saviour reserves the right to accept or reject any or all applications without cause. We also reserve the right to cancel any application without being held responsible for any losses, damage, or inconvenience.

18. The Armenian Church of Our Saviour does not assume any responsibility for loss, damage, or injury to any personal property or persons using the facilities or parking facilities. Separate indemnity agreement must be signed.

19. Vehicles are prohibited from parking on the courtyard in front of the entrance, and on private property in the surrounding neighborhood. **NO EXCEPTIONS!**

20. **We reserve the right to terminate any event at any time for any violation of these rules, or if there is a concern for public security.**

21. **With the signing of the attached application as well as this sheet, the renter acknowledges receipt and understanding of these RULES AND REGULATIONS and agrees to comply. Renter will receive a copy of this form.**

Signature: \_\_\_\_\_

Date: \_\_\_\_\_