

Big Red Barn Rental Policy

Galileo Church

Adopted February 2017 • revised March 2019

Having been granted the gift of 24/7 space at the Big Red Barn (BRB), Galileo Church has the ability to share space for non-church-sponsored activities. This policy lays out guidelines for our sharing, under the governance and at the discretion of the Missional Logistics Team (MLT).

1. Process for Requesting Space

- a. **Requests for space usage** can be made by email to info@galileochurch.org. Email should include:
 - i. the requested date, time, and duration of the event;
 - ii. a description of the event;
 - iii. who is invited (private or public), and how many people are expected to attend the event;
 - iv. what the requester needs from Galileo Church to make the event work.
- b. **The MLT considers each request** for the use of the Big Red Barn individually in accordance with:
 - i. availability on the church's calendar, including a consideration of overcrowding the church's schedule;
 - ii. alignment of the event with our missional priorities, which can be found on our website;
 - iii. the more specific guidelines for different types of events outlined below.
- c. **The MLT makes a concerted effort to turn around requests** quickly, with an expected maximum of two weeks.
- d. **The MLT will present a Letter of Agreement** that governs the terms of the rental agreement.

- e. **A \$250 deposit is required** for events. The deposit will be applied to the amount owed for the event. Additionally, a credit card authorization is required in the event of:
 - i. broken or missing furniture or objects that belong to Galileo Church including those things located just outside the facility;
 - ii. uncleaned-up spills, including messes in the bathrooms.

2. General Stuff

- a. **Payment:**
 - i. A \$250.00 non-refundable deposit is due upon signing the Letter of Agreement. This money will go towards the amount due for the event.
 - ii. Remainder of contract amount, including host and custodian fees due 2 weeks before your event.
- b. **Preparation:**
 - i. The renter is entitled to one scheduled meeting with a Galileo representative at the Big Red Barn, to take measurements or ask about arrangement of furniture, etc. Additionally, the renter can come any time the church is open (Sunday nights, e.g.).
 - ii. The MLT will provide the BRB to our normal standards of cleanliness. Renters should keep in mind that it's a barn, and it's never quite sparkling.
 - iii. Time for decorating the space and receiving vendors should be included in the total rental time for the duration of the event.

c. Furniture & Supplies:

- i. Chairs, end tables, round tables, and long serving tables are included with rental.

Galileo Church will move or remove its sacred objects (communion table, Pride flags, etc.) with instructions from the renter; renters should not move any of these objects without approval from the event host.

- ii. Renters should not move the audio equipment; if it requires moving for an event, Galileo Church will move it prior to the event.

Galileo Church's audio/video technology is available for use during the event, to be operated *only* by the paid event host. Paid event host will *not* run tech provided by the renter, and will *not* deejay specific songs for the event.

- iii. The renter cannot significantly alter the architecture of the worship space. Wall-mounted items remain in place; large pieces (like the cross, the baptistery) remain in place. If stage alterations are required, coordinate with Galileo Church. The toddler corral is negotiable.
- iv. All of Galileo Church's furniture must remain indoors in the BRB, unless prior arrangements have been made to use white plastic chairs for a small outdoor wedding.
- v. Galileo Church's playground spaces are available for renters. Use them at your own risk.
- vi. Bring your own tablecloths, paper goods, cups, utensils, etc. If you use something that belongs to Galileo Church, wash it and return it. If you use something disposable that belongs to Galileo Church, replace it.
- vii. Renters cannot be on the premises without a paid event host.
- viii. The event host can shut down the entire event if at any time this policy is being violated, including destructive behavior by any of the guests or renters. Renters agree to respect the authority of the event host at all times.

d. BRB Spaces:

- i. The G-Kids room and the Quiet Room can be used as staging rooms for weddings, etc., as is. Renters should make their own provisions for privacy.
- ii. The G-Kids room must not be used as a kids' playroom during events.
- iii. The attic is strictly off-limits, as it is not equipped with fire egress.
- iv. Bathrooms and utility area can be used by any renter for their intended purposes.
- v. Overflow parking is street side, along Gilman Road.

e. Respecting the space:

- i. Only registered service animals are allowed at events in the Big Red Barn.
- ii. No smoking inside the BRB; there is a smoking area outside. Please use the ashtray provided.
- iii. Clean up spills; don't break anything; report accidents as soon as you can.
- iv. In case of violence, accident, injury, or other emergency, call 9-1-1 immediately. Galileo Church does not provide security or emergency help.
- v. Respect the time limits of your Letter of Agreement.
- vi. Alcohol is not permitted.
- vii. No glitter, confetti, birdseed, etc. indoors.

f. Vendors:

- i. Renters are responsible for arrangements and communication with their own vendors (florists, DJs, caterers, etc.). Galileo Church does not accept deliveries or supervise vendors.
- ii. Vendor set-up and take-down time is included in the space rental arrangement – i.e. no extra time is allotted for vendors to clean up at the end of the event.

g. Clean-Up:

- i. Renters are responsible to remove decorations, personal items, and vendor equipment within the time frame of the rental.
- ii. No food is to be left at the Big Red Barn under any circumstances.

3. Personnel

- a. Personnel from Galileo Church are required for each event, and must be paid by the renter.
 - i. An event host will unlock and lock doors, handle thermostats, take care of emergencies, answer questions, and run audio/video for the entire duration of the event, including decorating and set-up/clean-up time: \$25/hour. Renters cannot be on the premises without the paid event host.
 - ii. A post-event custodian will clean bathrooms, utility area, and floors after the event: \$20/hour, with time to be negotiated depending on the size of the event: 0-50 guests, 2 hours; 51-100 guests, 3 hours; 101+ guests, 4 hours.
 - iii. The renter should pay these personnel directly. Tips are acceptable.
- b. At the time of the rental agreement, the renter and the MLT representative should determine whether security personnel

are needed. If so, the renter will be responsible to hire licensed security personnel at their own cost.

4. Fees for Private Events

- a. **“Private events”** are weddings, family reunions, birthday or graduation parties, etc., which have a guest list limited to friends and family of the renters.
- b. **Rental fees for wedding rehearsals** (as separate from the wedding itself) will be negotiated separately at the rate of \$100.00 per hour; Wedding rehearsal space rental does not include furniture set-up. Use the space “as is” for rehearsal.
- c. **If you require an officiant (pastor)** for your wedding, please negotiate wedding date, time, and honorarium separately with the pastor.
- d. **Fees:**
 - i. Renters pay plus a space rental fee of \$100.00 per block, with a minimum requirement of 4 hours (\$550 + deposit).
 - ii. A custodial/preset/reset fee is included for all events. This includes cleaning the church and resetting the furniture back to the original position.
 - iii. Tablecloths for round tables are available to rent, \$10 each. Does not include pressing; does include post-event laundering.
 - iv. Galileo Church does not intend to price out its Co-Conspirators and Friends. Please talk to an MLT representative if these fees are prohibitive.
- v. **All fees, for rental and personnel, must be paid in full** two weeks prior to the event. The event cannot proceed until all accounts are settled.

5. Consistent Renters

- a. **The MLT will consider** requests for **regular, consistent space usage** (e.g. weekly, biweekly, monthly events) that do not conflict with our missional priorities.
- b. **Terms and fees will be negotiated** with the MLT outside of but consistent with the guidelines of this policy. A letter of agreement will include agreed-upon terms.

6. Subject to Change

- a. **The MLT can make changes to this policy as we use it.** We will honor specific agreements we've made with individual renters, but we are not bound to honor this policy for new renters as we learn more about subleasing for the benefit of our church and our neighbors.

Letter of Agreement (LOA)

Big Red Barn Rental • Galileo Church

Renter's name:

Renter's address:

Renter's phone:

Renter's email address:

Event Type:

Event Date:

Hours, including decorating, set-up, and clean-up:

Any Notes:

<u>Item</u>	<u>Cost</u>	Quantity	Total
Rental Fee*	\$800.00		
Each Additional Hour	\$100.00		
Add On			
Table Cloth Rentals	\$10.00 each		
Grand Total**			\$
Balance			\$

*The Rental Fee includes the \$250.00 non-refundable deposit and 4 hours of rental time – this includes the entire time you are in the barn.

**Payments will be asked to be made separately to the set-up/reset team, Galileo Church and the Custodial Fees.

Please check here if you would like to opt out of décor pictures (people only in background) to be used for advertisement purposes.

MLT signature

Renter signature

date

date

Event Host Job Description

Checklist for Big Red Barn rentals • Galileo Church

1. Arrive 15 minutes before LOA beginning time.
2. The default event attire will be all black, business casual (think black pants, black shoes, black top). Please make sure you are comfortable enough in your attire to move furniture and assist as needed.
3. Unlock doors (main entrance and Quiet Room egress).
4. Turn on the lights throughout, including bathrooms, outside lights, inside twinkle lights.
5. Turn on heating or cooling in main space and Quiet Room.
6. Place 3 “Galileo Church” signs outside (stop sign, tree, and trail).
7. Check the bathrooms for cleanliness, toilet paper, paper towels, soap, etc.
8. Check all trashcans in every room, including bathrooms, to make sure they have liners.
9. Check all areas for cleanliness: entryway, surfaces, floor, main room, Quiet Room, G-Kids, etc. And clean if necessary.
10. Throughout the event, continue cleaning spills, accidents, etc.
11. Do routine checks of the bathrooms every twenty minutes. Replenish supplies; clean up messes.
12. Take the trash out and replace liners in trash cans every 20-30 min. All trash MUST be inside the dumpster at the conclusion of the evening.
13. Help renters with furniture arrangements, questions, where to find things, and whatever issues arise.
14. Operate audio or video equipment as needed. Do not let the renter operate Galileo Church’s audio/video equipment. Do not operate the renters’ audio/video equipment.
15. If any emergency arises (unruly guests, argument, violence), call 9-1-1. For emergency building issues (plumbing, electrical, etc.) call the Barn Boss first, (682) 414-9113; pastor second, (817) 773-3147. Event Host has complete authority to shut down the entire event at any time this policy is being violated beyond repair.
16. At end of the event, be helpful to renters as they pack up.
17. Retrieve 3 “Galileo Church” signs from outside.

18. Turn off heating or cooling in main space and the Quiet Room.
19. Turn out lights throughout.
20. Make sure all doors are locked – main entrance, Quiet Room, garage door entrance, garage doors.

Your job is to be available, helpful, and proactive. This includes cleaning the church as the event occurs and disposing of all trash in the proper location. You should be actively seeking something to do to aid in either clean-up or the progression of the party. You should be available to the renter at all times, and help them navigate the ins and outs of the furniture and what is and is not acceptable. If at any time you have any questions – please call Barn Rental Boss 512-653-6796.

Event Custodian Job Description

Checklist for Big Red Barn rentals • Galileo Church

1. After event ends, and well before the next event in the BRB, arrive to clean. Be aware of available time frame for cleaning.
2. Cleaning supplies in the utility area: some under the sink; some in the metal cabinet. If you use something up, text the Barn Rental Boss, (512) 653-6796, so she can get more.
3. Scout around all areas of the BRB for loose trash – cups, napkins, wrappers, food, everything.
4. Scout for hidden spills on the floors throughout the barn; clean them up. Sweep up crumbs, etc. Wet-clean as necessary. No food or food residue can be left on any floor.
5. Sanitize bathrooms. Use toilet bowl cleaner/brush; sanitizing wipes for toilet seats, sinks, counters, outside toilet bowls.
6. Replace toilet paper and paper towels as needed.
7. Sanitize countertops and sink in utility area.
8. Be especially diligent regarding food. No food can be left on the counters. It's better to throw it away than attract ants and mice. Make sure **no** event food is left in the refrigerator.
9. Check the Quiet Room and the G-Kids Room to make sure things are in order. Look especially for hidden spills and trash.
10. Vacuum utility area. Vacuum carpets and rugs in worship space (including stage), Quiet Room and G-Kids Room.
11. Check areas outside the Big Red Barn – playgrounds, garage door area, picnic tables. Look for trash, cigarette butts, misplaced furniture, etc.
12. Consolidate all trash, including bathrooms, into large trash bags. Use big outside bin to haul consolidated trash to the dumpster. No loose trash.
13. Bag and tie the recycling and place bags outside the entrance.
14. Replace liners in all trash cans, including bathrooms.
15. Gather up Galileo Church's tablecloths, if applicable, and bag for laundry. Leave in Quiet Room.
15. Upon leaving BRB, make sure all lights out, all doors locked.