



A growing family sharing God's love

10515 Northcliffe Blvd
Spring Hill, FL 34608
352-683-5882

Facility Use and Rental Policy

STATEMENT OF POLICY

All uses of the facilities of Northcliffe Baptist Church must not be in conflict with any beliefs and or purposes of the church. No use of any ministry facilities will be granted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the ministry's Statement of Faith. Persons or groups who enter into a written agreement to use the facilities of Northcliffe Baptist Church must acknowledge and affirm their understanding of the Statement of Faith - www.northcliffeonline.org/ourbeliefs

GENERAL LIABILITY INSURANCE REQUIREMENT

All non-Northcliffe groups which are approved to use the facilities at Northcliffe must carry General Liability Insurance of at least \$1,000,000 which Northcliffe Baptist Church is listed as "additional insured." You must provide the church office with a certificate of Insurance prior to the event date. Doors will not be opened if the office does not receive the certificate in advance. If you have any questions about this requirement, please contact the church office.

RESERVING THE FACILITY

In order to reserve any part of the facility, you must fill out the Request for Facility Use Form. You can pick up the form from Northcliffe, request a form via email from cheryl@northcliffeonline.org or visit northcliffeonline.org/facility to download a PDF version of the form. Reservations must be made 30 days in advance.

AVAILABILITY

The facility is available on a first come, first served basis and only when the ministry of Northcliffe isn't using them.

AVAILABLE AREAS

Family Life Conference Center (1st Floor)

The Family Life Conference Center (FLCC) has banquet seating for 240 people, which includes round tables. This facility can be arranged in a variety of ways which could increase or decrease the amount of seating available. However, the maximum capacity on the 1st floor is 319 people. The rental of the facility includes:

Separate men's and women's restrooms

(300) banquet style chairs – *To change chairs to non-banquet chairs will require a separate set-up fee.*

(30) round tables

(2) rectangular tables

(1) podium

(2) 80" Flat Screen TV's

The FLCC is equipped with a basic sound system, including a small soundboard and two handheld microphones.

In addition, the FLCC has a full-service kitchen that is available at an extra fee (see rates below).

Fellowship Hall

The Fellowship Hall has banquet seating for 160 people, which includes round tables. This facility can be arranged in a variety of ways which could increase or decrease the amount of seating available. However, the maximum capacity is 270 people.

The rental of the facility includes:

Separate men's and women's restrooms

(160) banquet style chairs

(20) round tables

(2) rectangular tables

(1) podium

(1) projector & screen

The Fellowship Hall is equipped with a basic sound system, including a small soundboard and two handheld microphones.

In addition, the Fellowship Hall has a small kitchen that is available at an extra fee (see rates below).

FACILITY RATES

*Members of Northcliffe Baptist Church will receive a discount off their total rental fees (not including the Wedding Package). Please contact the church office for more information.

Main Worship Center - \$175 per hour (minimum of 2 hours)

Family Life Conference Center (1st Floor) – \$75.00 per hour (minimum of 2 hours)

Family Life Conference Center Kitchen - \$75.00 (for entire event)

Updated January 2017

Fellowship Hall – \$35.00 per hour (minimum of 2 hours)

Fellowship Hall Kitchen -- \$40.00 (for entire event)

WEDDING POLICY

Anyone interested in having their wedding at Northcliffe must first submit an information form to the church office which will be reviewed and approved by a pastor on staff. You can request a form by calling the church office. The following policies will also be in place for all weddings at Northcliffe.

1. Weddings shall be permitted for members of Northcliffe Baptist Church only.
2. Smoking is not permitted inside any facility at Northcliffe.
3. No alcohol can be served on the church premises at any time. No wedding or rehearsal will be conducted when any member of the wedding party is under the influence of alcoholic beverage. Please inform the wedding party of this policy.
4. Since a wedding is a sacred occasion, any photography or videos to be taken during the service must have prior approval of the pastor.
5. No rice or confetti may be thrown. Bird seed may be dispensed and thrown in the parking lot only after pictures have been taken and reception is over.
6. Potted plants shall not be placed directly on the carpet.
7. Dripless candles are required. Also, carpet under candelabra must be protected by use of some form of material.
8. Unless arrangements are made with Northcliffe in advance, all decorations and floral arrangements must be removed from the sanctuary at the conclusion of the wedding.
9. Any damages to church property will be replaced by the party who signed the agreement.
10. All financial obligations will be paid prior to the rehearsal.

WEDDING PACKAGE

Wedding Fee \$1,200.00

Fee includes the following:

- Worship Center (2 hours for rehearsal, 4 hours on wedding day)
- Family Life Conference Center (2 hours on rehearsal day for setup, 3 hours for wedding day)
- Church Host/Custodian for both rehearsal and wedding
- Sound Tech for rehearsal and wedding
- Pianist or Organist
- Minister Fee (\$200) - This includes pre-marital counseling sessions, the wedding rehearsal, and the wedding ceremony

Additional fees for needed services:

- Additional Sound/Media/Lighting Techs 25.00 each/hour (2 hour min & Northcliffe approved technician only)
- Soloist / Pianist / Organist - \$50 each

FEE PAYMENT POLICY

A non-refundable deposit of 25% of your anticipated fees is due at time of reservation. All anticipated fees must be paid in full one week prior to event. There is no exception to this policy. Payments should be addressed to:

Northcliffe
10515 Northcliffe Blvd
Spring Hill, FL 34608

AUDIO/VIDEO

A Northcliffe technician is required for all events requesting sound, lighting or multimedia presentations in either the FLCC or Fellowship Hall. Based on the scope of your event, more than one technician may be required. There is an **additional fee** for this service (\$25 per person per hour). Set-up and sound checks must take place during the rental time frame with a Northcliffe technician.

CANCELING & RESCHEDULING

Events must be cancelled in writing and should be submitted to the office as soon as possible. Events cancelled within 20 business days prior to the event will qualify for a full refund, less a \$50 administrative fee. Events cancelled less than 20 business days from the start of the event will not be refunded.

If an event requires rescheduling, the office must be notified within 20 business days from the original start time of the event. There will be no penalty if an event is rescheduled within the required time. All deposits and payments will be put towards the new event date. If an event is rescheduled less than 20 business days from the original start time of the event, a \$50 rescheduling fee will be applied to the event invoice.

FOOD AND BEVERAGES

Food and drink items may be catered through an outside vendor. Outside vendors must be licensed and insured, and approved through the office staff at least five (5) days prior to the event. Alcohol is not permitted on the premises of Northcliffe, and smoking is not permitted inside the facilities.

Use of the kitchens on our campus does require an additional fee.

SETUP AND CLEANING

Chairs and tables are provided and a diagram for set-up can be submitted at least two weeks in advance. Otherwise, set-up should be done by the user. Anything that is moved from the position it was originally in must be returned prior to leaving. This includes, but is not limited to, returning all furnishings to their original positions, removing all decorations from the walls and trash from the floor, wiping up all spills, and removing all event materials from the space. Your facility use fee includes a custodian who will be present during the event. They will clean the restrooms and vacuum the facility after your event.

DECORATIONS

Decorations are not provided by Northcliffe. Painters' tape is to be used on painted surfaces when hanging decorations. Only flameless candles are allowed in the facility. All decorations, staging, and equipment must be broken down and removed immediately following the event. The building(s) should be returned to the original set-up upon the completion of your event.

ADDITIONAL INFORMATION

- No deliveries will be accepted by Northcliffe staff for an event. Users must bring all items with them at the time of set-up.
- Northcliffe reserves the right to disallow access to the building to any user or vendor who has violated these guidelines.
- Visitor safety and access to public areas must be maintained during set-up periods.
- Strict adherence to the maximum capacity is enforced in compliance with fire regulations.
- Users are liable for all damages incurred to the rented space.
- Northcliffe reserves the right to cancel any event due to unforeseen circumstances. If Northcliffe cancels your event, you will be refunded any and all fees paid. You may then rebook another date with a 50% discount on the facility rental fee.
- Users should only access the parts of the facility that they received permission to access. Other parts of the facility should be considered off-limits.
- For all events over 250 people, a deputy will be required for traffic control and/or security. This is an additional fee but will be arranged by the Northcliffe staff and added to your overall rental fee.

Additional questions:

If you have any other questions, contact Cheryl Uroda
Phone: 352.683.5882 (Monday – Friday from 9:00am – 5:00pm)
Email: cheryl@northcliffeonline.org