



LOVE | LIVE | SERVE

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

## Facility Use and Rental Policy

### Recurring Use

#### STATEMENT OF POLICY

All uses of the facilities of Northcliffe Church, henceforth referred to as Northcliffe, 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 must acknowledge and affirm their understanding of the Statement of Faith - <http://www.northcliffeonline.org/purpose-beliefs/>

#### 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 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](mailto:cheryl@northcliffeonline.org) or visit [northcliffeonline.org/facility](http://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 ministries of Northcliffe isn't using them. Northcliffe holds first priority over all buildings, rooms, etc. In the event there is a conflict between the lessee and Northcliffe's calendar, the lessee agrees to adjust their planning in order to accommodate the needs of Northcliffe.

In the event the lessee needs additional space and/or time frames on campus, all correspondence must go through the front office as our facility is available on a first come, first serve basis and others may have already requested use of space.



## AVAILABLE AREAS

### **Family Life Center (1<sup>st</sup> Floor)**

The Family Life Center has seating for 100 people. The walls can be removed for an additional fee to allow for seating for up to 200 people. The rental of the facility includes:

- Separate men's and women's restrooms
- (200) banquet style chairs
- (30) round tables
- (2) rectangular tables
- (1) podium
- (2) 80" Flat Screen TV's – Wall mounted

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

In addition, the FLC has a kitchen that is available at an extra fee (see Fee Schedule on page 5).

### **Fellowship Hall**

The Fellowship Hall has seating for 160 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.

## DANCING POLICY

Appropriate dancing means different things to different people. Sadly, to avoid any inappropriate dancing on church property, Northcliffe does not permit dancing during any event other than traditional first dances of weddings.

## AUDIO/VIDEO

A Northcliffe technician is required for all events requesting sound, lighting or multimedia presentations in either the FLC 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 (See Fee Schedule on



page 5). Set-up and sound checks must take place during the rental time frame with a Northcliffe technician.

## 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. Smoking is not permitted on the premises.

Use of the kitchens on our campus does require an additional fee (see the Fee Schedule on page 5).

## 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 during your rental time. 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. Decorating and the removal of decorations is to be done during your rental time.

## ADVERTISEMENT

Any advertisement you run for your event may include our physical address (11050 Northcliffe Blvd. Spring Hill, Fl. 34608) but not our name.

## GUEST SPEAKERS

Guest speakers of the persons or groups who enter into a written agreement to use the facilities of Northcliffe must acknowledge and affirm their understanding of the Statement of Faith - <http://www.northcliffeonline.org/purpose-beliefs/>

## STORAGE

Storage space is not provided.



## 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.
- Events consisting of over 250 attendees require a crowd manager, per the county fire regulations
- Events consisting of over 250 attendees requires a traffic deputy.
- Groups who do not adhere to the contractual agreement may have their agreements cancelled without notice.

## FEE PAYMENT POLICY

A non-refundable deposit of 25% of your anticipated fees is due at time of reservation. All anticipated fees are paid monthly and due one week prior to the rental month. There is no exception to this policy. **All checks should be made payable to Northcliffe.**

Payments should be addressed to:

Northcliffe Church  
Attention: Cheryl Uroda  
10515 Northcliffe Blvd  
Spring Hill, FL 34608

## CANCELING & RESCHEDULING

Events must be cancelled in writing and should be submitted to the office as soon as possible. Events cancelled 20 business days or more 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. There will be no penalty if an event is rescheduled 20 days or more before the original start time of the event. 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.



## FEE SCHEDULE

\*Members of Northcliffe will receive a discount off their total rental fees. Please contact the church office for more information.

Family Life Center (1<sup>st</sup> Floor) - \$75.00 per hour (minimum of 2 hours)

Family Life Center Walls down - \$100.00 (For entire event)

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

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

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

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

Audio Technician - \$25 an hour (minimum of 2 hours)

Media Technician - \$25 an hour (minimum of 2 hours)

Lighting Technician - \$25 an hour (minimum of 2 hours)

Traffic/Security Deputy (Events over 250 in attendance) - \$30 an hour (minimum of 3 hours)

Cancellation Fee - \$50 Administrative Fee if cancelled 20 days or more from the event date.

- No refund if cancelled less than 20 days from event date.

Deposit Required - 25% of total fee to reserve the facility

### **Additional questions:**

If you have any other questions, contact Cheryl Uroda

Phone: 352.683.5882

Email: [cheryl@northcliffeonline.org](mailto:cheryl@northcliffeonline.org)

