

Hmong American Alliance Church Facility Rental Agreement (Members Only)



Wedding Receptions



Meetings/Seminars



Parties

Reservation is on a first- come, first-served basis. Request forms and open dates for the use of facility can be obtained by contacting the church facility manager Ntshab Cawv Vaaj at (651) 707-6890.

To reserve a room, you must complete a Facility Rental form (copy attached) and submit it to the church facility manager. Reservations can be taken up to one year in advance. Hmong American Alliance Church reserves the right to refuse usage of its facility to any members with the usage purposes that are in conflict with our beliefs, practices, policies or at the discretion of the Governing Board.

Hmong American Alliance Church

2515 Maplewood Drive
Maplewood, MN 55109
Phone: (651) 770-8099
www.haaccma.org

All users must adhere to the following policies and procedures:

I. Wedding Event

The church facility will not be rented for wedding ceremonies between a Christian and a non-Christian bride or groom or of a same sex couple. Wedding ceremonies consist of the following:

- A. Giving of the bride (walking down the aisle)
- B. Exchange of vows & rings
- C. Pronouncement of marriage

The church facility, however, can be rented and used as a reception (no dancing) when the wedding ceremony is performed elsewhere.

II. Times Available for use of Facilities

- A. Facility rental periods include up to eight (8) hours of regular usage and up to two (2) hours of set-up and clean-up time.
- B. All events must conclude by 10:00 pm unless special arrangements have been made.
- C. Wedding rentals will receive an additional two (2) hours for one rehearsal prior to the event.
- D. There is a \$100 charge for each additional one (1) hour period of usage beyond the scheduled time.
- E. Church programs have priority over all rental events. Decorations or events CANNOT begin until such church program has concluded.

III. Reservation

- A. The facility rental form must be completed and returned with the FULL rental payment.
- B. If, for some emergency, HAAC cancels the reservation up to and including the day of the event, the fee is refundable in full. Because of the heavy demand for usage of HAAC facility, if a scheduled user cancels, for any reason, within 14 days of the event, only half (50%) of the rental payment will be refunded. The ability to reschedule an event is based on availability of the facility.
- C. At the conclusion of the event, any damages, clean up and/or overtime charges will be billed to the user within ten (10) working days.
- D. A church member is NOT authorized to rent the facility for a non-church member relative. The event must be hosted by the user, in this case, a church member.

IV. Event Supervision

- A. It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual is in charge of and responsible for the actions of all participants while on the premises, before, during, and after the usage.
- B. The user must provide supervisory name(s) on the rental form and point out those individual(s) to the church facility manager on the event day.
- C. If the user deemed necessary to have security personnel at the premises, the user must obtain such service from a security agency at the user's expense. The user must inform the facility manager of security personnel on duty.

V. Applicable Laws and Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The user agrees to comply with all laws, ordinances, and rules of HAAC, the City of Maplewood, the State of Minnesota, and the United States. This includes:

A. *Drugs and Alcoholic Beverages Prohibition*

No alcoholic beverages are allowed on the premises. The usage, sale or possession on church premises of alcohol, controlled substances, or any drug not medically authorized is strictly prohibited. **Possession of alcohol or controlled substances will result in immediate termination of the event and all fees.**

B. *No Smoking*

No smoking is allowed inside of or within 30 feet of the out entryways to the HAAC building.

C. *Possession of Weapons and Explosives Prohibition*

Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on the its grounds.

D. *Alteration and Decorations*

All decorations must be freestanding.

1. The user shall not drive nails, hooks, tacks, or screws into any part of the premises.
2. Ceiling decorations are prohibited.
3. In no case will the facility be defaced, marred or permanently altered.
4. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
5. Glitter, confetti, sand or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
6. Sanctuary stage – removal of equipment from stage is prohibited unless prior arrangement has been made.

E. *Fire System*

Tampering with the fire system or fire fighting equipment is not allowed. This includes blocking exit doors and tampering with any alarm system.

F. *Parking in Handicapped, Service or Fire Lanes Prohibition*

Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the state.

G. *Gambling and Solicitation Prohibition*

Gambling or solicitation in any form is not permitted.

H. *Restriction on use of Fire or Flame*

No acts or performances will be staged in which fires or flames are involved. Open flame is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.

I. *Noise Limitations*

All users should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

VI. Liability for Loss/Damage

- A. The cost to replace or repair HAAC property resulting from loss or damage that is caused by the user or their guests will be charged to the user.
- B. HAAC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.

VII. Set-up/Clean-up

The user is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles.

VIII. Deliveries

Whenever a function requires delivery of goods to the church facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Doors will open one (1) hour prior to the event unless other arrangements have been made.

IX. Forfeiture of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility and forfeit rental fee.

X. Areas of Rent

A. Sanctuary – seating capacity: 1,040

1. Sanctuary instruments available with prior approval only for use by trained musicians include piano and drum set. All other instruments must be provided by the user.
2. Sound system and video projection in the sanctuary can only be operated by HAAC personnel.

B. Children’s Chapel – capacity 147

Sound system and video projection are available in the children’s chapel.

C. Multi-purpose/Gym – capacity 405

Included in the rental fee:

1. Tables and chairs
2. Audio/Visual equipment

White cloth table and chair covers are available for rent. See rate section.

D. Nursery

Nursery rooms are free as part of rental. The user must provide adult childcare otherwise rooms will not be opened. All rooms must be cleaned and arranged as found.

E. Kitchen Usage

We have a commercial grade kitchen, equipped with refrigerator, freezer, gas stove, grill, and microwaves. The kitchen must be left CLEAN! We encourage everyone to recycle.

Due to potential for serious injury in the kitchen area, no children under 12 years old are allowed in the kitchen area.

1. Clean up

- a. The user of the kitchen is responsible for clean up of the kitchen area. This includes washing all dishes, pots and pans, serving pieces, etc.
- b. All counters and equipment must be cleaned and wiped down.
- c. All trash and recycling must be placed in the dumpster/recycling bins.
- d. The user of the kitchen must remove all left over food from the event.
- e. The kitchen floor must be mopped with cleaning supplies kept in the kitchen janitorial closet. These cleaning solutions must NOT be used on the gym floor.

2. Supplies

- a. The user must furnish their own kitchen supplies.
- b. If coffee is to be served, the user must oversee the preparation of the coffee. The carafe must be cleaned out as part of the kitchen clean up.

3. Equipment Usage

- a. If the refrigerator or freezer space will be needed, the kitchen supervisor must be notified prior to the event to determine availability.
- b. If the grill, range or oven is to be used, the kitchen supervisor must provide instructions.

XI. Rental Fee

Rooms:				<u>\$100.00 per room per day (circle or state room nbr)</u>	
<u>Fee per room per day</u>					
			<u>Day(s)</u>	<u>Total</u>	
___ Sanctuary	\$ 400.00	X	___	= \$	AW Other Room: _____
___ Kitchen	\$ 300.00	X	___	= \$	AM Other Room: _____
___ Gym	\$ 400.00	X	___	= \$	Total Cost:
___ Children's Chapel	\$ 200.00	X	___	= \$	Nbr of Rooms Day(s)
Total: \$					___ X ___ X \$100.00 = \$ _____ (b)
(a)					

Table & Chair covers:	Quantity	Unit	Total Cost
Table covers	_____ X	\$3.00	= _____
Chair covers	_____ X	\$2.00	= _____
Total =			_____ (c)

Rental Fee:	
Facility Rental Fee:	\$ _____ (a) + (b)
Table & chair cover fees:	\$ _____ (c)
Total Rental Fees:	\$ _____ <== Must be paid in full when submitting form



Hmong American Alliance Church

2515 Maplewood Drive. Maplewood, MN 55109
Phone: 651-770-8099 Fax: 651-765-2454

FACILITY RENTAL FORM

Name of Organization/Individual: _____

Representative/Contact Person: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Supervisory Name(s): _____

Event Purpose: _____

Date of Rental: _____ Time of Rental: From: _____ To: _____

(Note: Set-up is allowed up to 2 hours prior to event)

Attending: _____

Equipment Needed: Tables _____ Chairs _____ Sound System _____ Video _____

For Weddings Only:

Rehearsal Date: _____ Start Time _____ (2 hr. maximum time limit)

I have read and agreed to the terms as stated in the HAAC Facility Rental Agreement:

Signature: _____ Date: _____

As users of the HAAC property, we agree to protect, indemnify and hold harmless Hmong American Alliance Church from any and all loss, cost, damage or expense, arising out or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Hmong American Alliance Church from any and all claims cost or expenses arising from any failure of the user in any respect to comply with and perform all requirements and provisions agreed to and required by law ordinance during the period of usage.

Signature: _____ Date: _____

OFFICE USE ONLY

Amount

Paid Date

Facility Rental Fee \$ _____

Table & Chair covers Fees: \$ _____

Total Cost \$ _____

Cash or Check # _____

**HAAC FACILITY RENTAL/USAGE
FOR OFFICE USE ONLY**

Renter/Group: _____

Rental application received on: _____

Application status: Approved _____ Denied _____ Date: _____

Reason for denial: _____

Kitchen Manager: _____ Phone: _____

Sound system staffing: _____ Phone: _____

Video staffing: _____ Phone: _____

Agreement approved by: _____

HAAC Facility Manager/Authorized personnel

HAAC FACILITY RENTAL/USAGE CLEAN-UP AND DAMAGE CHECKLIST

The event, including cleanup must be concluded by the end of the contracted event time. All personal materials, equipment and furnishings must be removed at the conclusion of the event. Unless prior arrangements have been made and included in the event contract, the user may be assessed a minimum \$50 per day fee for items left at the conclusion of the event. HAAC is not responsible for damaged, lost or stolen items. Found items will be held for up to fifteen (15) business days after the event.

This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. Completion and signature is required by both the renter and HAAC staff at the conclusion of a function.

Group: _____ Date: _____

Group Contact Person: _____

Time In: _____ Time Out: _____

Clean-up: Facilities left in the condition found upon arrival of group including:

Yes:____ No:____ picked up food

Yes:____ No:____ cleaned up floors and spills as needed

Yes:____ No:____ garbage cleaned up and emptied into outside containers

Yes:____ No:____ any additional materials brought in for the function removed (objects left beyond the rental period may result in additional charges).

Comments: _____

Damages: Groups renting the church facilities will be responsible for any damages incurred as a result of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group noted on the reservation for rental will be billed for any repair or replacement costs for damages.

Visible damages: Yes:____ No:____

Damage Report: _____

Signature of Renter: _____

Date: _____

Signature of HAAC Staff: _____

Date: _____

Hmong American Alliance Church Facility Rental Agreement



Wedding Receptions



Meetings/Seminars



Parties

We Welcome You

Thank you for your interest in the rental of our facility at Hmong American Alliance Church. Our space is available for weddings, meetings, receptions, banquet, etc., by reservation on a first-come, first-served basis. Request forms and open dates for the use of facility can be obtained by contacting the church facility manager **Ntshab Cawv Vaaj** at **(651) 707-6890**.

To reserve a room, you must complete a Facility Rental form (copy attached) and submit it to the church facility manager. Reservations can be made up to one year in advance. Hmong American Alliance Church reserves the right to refuse usage of its facility to any and all parties that are in conflict with our beliefs, practices, policies or at the discretion of the Governing Board.

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I. Wedding Event

The church facility will not be rented for wedding ceremonies between a Christian and a non-Christian bride or groom or of a same sex couple. Wedding ceremonies consist of the following:

- A. Giving of the bride (walking down the aisle)
- B. Exchange of vows & rings
- C. Pronouncement of marriage

The church facility, however, can be rented and used as a reception (no dancing) when the wedding ceremony is performed elsewhere.

II. Times Available for use of Facilities

- A. Facility rental periods include up to six (6) hours of regular usage and up to two (2) hours of set-up and clean-up time.
- B. All events must conclude by 10:00 pm unless special arrangements have been made.
- C. Wedding rentals will receive an additional two (2) hours for one rehearsal prior to the event.
- D. There is a \$100 charge for each additional one (1) hour period of usage beyond the scheduled time.
- E. Church programs have priority over all rental events. Decorations or events CANNOT begin until such church program has concluded.

III. Reservation/Damage Deposit

- A. The facility rental form must be completed and returned with a damage deposit check/cash in the amount of \$500.00 before the desired dates will be confirmed. The damage deposit is refundable on a conditional basis.
- B. Full payment of the rental amount is required no later than thirty (30) days prior to the event. If the event will be held within 30 days of booking, the entire rental amount is due at the time the reservation is made.
- C. If, for some emergency, HAAC cancels the reservation up to and including the day of the event, the fee is refundable in full. Because of the heavy demand for usage of HAAC facility, if a scheduled user cancels, for any reason, within 30 days of the event, the \$500.00 deposit will be forfeited. The ability to reschedule an event is based on availability of the facility.
- D. At the conclusion of the event, any damages, clean up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to HAAC (refer to Facility Rental Check Out Form). Refunds (if applicable) will be issued within ten (10) working days following the event.
- E. Any charges beyond the deposit are the responsibility of the reserving party and will be billed within ten (10) working days after the event.

IV. Event Supervision

- A. It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual is in charge of and responsible for the actions of all participants while on the premises, before, during, and after the usage.
- B. The user must provide supervisory name(s) on the rental form and point out those individual(s) to the church facility manager on the event day.
- C. If the user deemed necessary to have security personnel at the premises, the user must obtain such service from a security agency at the user's expense. The user must inform the facility manager of security personnel on duty.

V. Applicable Laws and Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/cleaning fee. The user agrees to comply with all laws, ordinances, and rules of HAAC, the City of Maplewood, the State of Minnesota, and the United States. This includes:

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B. *No Smoking*

No smoking is allowed inside of or within 30 feet of the out entryways to the HAAC building.

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Tampering with the fire system or fire fighting equipment is not allowed. This includes blocking exit doors and tampering with any alarm system.

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Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the state.

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VI. Liability for Loss/Damage

- A. The cost to replace or repair HAAC property resulting from loss or damage that is caused by the user or their guests will be charged to the user.

- B. HAAC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.
- C. The user must obtain liability insurance in the amount of no less than \$1 million. See “Certificate of Insurance Request Form” attached.
- D. The liability insurance must name “Hmong American Alliance Church” as an additional insured on the user’s policy for any liability damages arising from the user’s activities on church premises. The user must provide this certificate of insurance when turning in the full rental payment.
- E. The user must indemnify, defend, and hold Hmong American Alliance Church harmless for any liability claims arising from the group’s activities on church premises.

VII. Set-up/Clean-up

The user is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles.

VIII. Deliveries

Whenever a function requires delivery of goods to the church facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Doors will open one (1) hour prior to the event unless other arrangements have been made.

IX. Forfeiture of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines will result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility and forfeit all deposits and rental fees.

X. Areas of Rent

- A. Sanctuary – capacity 1,040
 - 1. Sanctuary instruments available with prior approval only for use by trained musicians include piano and drum set. All other instruments must be provided by the user.
 - 2. Sound system and video projection in the sanctuary can only be operated by HAAC personnel.
- B. Children’s Chapel – capacity 147
 - Sound system and video projection are available in the children’s chapel.
- C. Multi-purpose/Gym – capacity 405
 - Included in the rental fee:
 - 1. Tables and chairs
 - 2. Audio/Visual equipment
 - White cloth table and chair covers are available for rent. See rate section.
- D. Nursery
 - Nursery rooms are available for rent, if needed. The user must provide adult childcare otherwise rooms will not be opened. All rooms must be cleaned and arranged as found.
- E. Kitchen Usage
 - We have a commercial grade kitchen, equipped with refrigerator, freezer, gas stove, grill, and microwaves. The kitchen must be left CLEAN! We encourage everyone to recycle.

Due to potential for serious injury in the kitchen area, no children under 12 years old are allowed in the kitchen area.

1. Clean up
 - a. The user of the kitchen is responsible for clean up of the kitchen area. This includes washing all dishes, pots and pans, serving pieces, etc.
 - b. All counters and equipment must be cleaned and wiped down.
 - c. All trash and recycling must be placed in the dumpster/recycling bins.
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 - e. The kitchen floor must be mopped with cleaning supplies kept in the kitchen janitorial closet. These cleaning solutions must NOT be used on the gym floor.
2. Supplies
 - a. The user must furnish their own kitchen supplies.
 - b. If coffee is to be served, the user must oversee the preparation of the coffee. The carafe must be cleaned out as part of the kitchen clean up.
3. Equipment Usage
 - a. If the refrigerator or freezer space will be needed, the kitchen supervisor must be notified prior to the event to determine availability.
 - b. If the grill, range or oven is to be used, the kitchen supervisor must provide instructions.

XI. Rental Fee

<p>Rooms:</p> <table style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 30%;"></th> <th style="width: 20%; text-align: center;"><u>Fee per room per day</u></th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;"><u>Day(s)</u></th> <th style="width: 10%;"></th> <th style="width: 10%; text-align: center;"><u>Total</u></th> </tr> </thead> <tbody> <tr> <td>___ Sanctuary</td> <td style="text-align: right;">\$ 1,500.00</td> <td>X</td> <td>___</td> <td>= \$</td> <td>___</td> </tr> <tr> <td>___ Kitchen</td> <td style="text-align: right;">\$ 600.00</td> <td>X</td> <td>___</td> <td>= \$</td> <td>___</td> </tr> <tr> <td>___ Gym</td> <td style="text-align: right;">\$ 1,000.00</td> <td>X</td> <td>___</td> <td>= \$</td> <td>___</td> </tr> <tr> <td>___ Children's Chapel</td> <td style="text-align: right;">\$ 300.00</td> <td>X</td> <td>___</td> <td>= \$</td> <td>___</td> </tr> <tr> <td></td> <td></td> <td></td> <td style="text-align: right;">Total:</td> <td>\$</td> <td>___ (a)</td> </tr> </tbody> </table>		<u>Fee per room per day</u>		<u>Day(s)</u>		<u>Total</u>	___ Sanctuary	\$ 1,500.00	X	___	= \$	___	___ Kitchen	\$ 600.00	X	___	= \$	___	___ Gym	\$ 1,000.00	X	___	= \$	___	___ Children's Chapel	\$ 300.00	X	___	= \$	___				Total:	\$	___ (a)	<p style="text-align: center;"><u>\$200.00 per room per day (circle or state room nbr)</u></p> <p>AW Other Room: _____</p> <p>AM Other Room: _____</p> <p style="text-align: center;">Total Cost:</p> <hr/> <p>Nbr of Rooms Day(s)</p> <p>___ X ___ X \$200.00 = \$ _____ (b)</p>
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Hmong American Alliance Church

2515 Maplewood Drive. Maplewood, MN 55109
Phone: 651-770-8099 Fax: 651-765-2454

FACILITY RENTAL FORM

Name of Organization/Individual: _____

Representative/Contact Person: _____

Phone: _____ Email: _____

Address: _____ City: _____ State: _____ Zip: _____

Event Supervisory Name(s): _____

Event Purpose: _____

Date of Rental: _____ Time of Rental: From: _____ To: _____

(Note: Set-up is allowed up to 2 hours prior to event)

Attending: _____

Equipment Needed: Tables _____ Chairs _____ Sound System _____ Video _____

For Weddings Only:

Rehearsal Date: _____ Start Time _____ (2 hr. maximum time limit)

I have read and agreed to the terms as stated in the HAAC Facility Rental Agreement:

Signature: _____ Date: _____

As users of the HAAC property, we agree to protect, indemnify and hold harmless Hmong American Alliance Church from any and all loss, cost, damage or expense, arising out or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless Hmong American Alliance Church from any and all claims cost or expenses arising from any failure of the user in any respect to comply with and perform all requirements and provisions agreed to and required by law ordinance during the period of usage.

Signature: _____ Date: _____

Please attached your certificate of insurance naming Hmong American Alliance Church as additional insured.

OFFICE USE ONLY		Refund Processed	
	Amount	Date	Amount
Total rental cost:	\$ _____	_____	_____
Security/Damage deposit:	\$ _____	_____	_____
Pre-payment towards rental:	\$ _____	_____	_____
Final payment:	\$ _____	_____	_____
			Rental closed: <input type="checkbox"/>

**HAAC FACILITY RENTAL/USAGE
FOR OFFICE USE ONLY**

Renter/Group: _____

Rental application received on: _____

Application status: Approved _____ Denied _____ Date: _____

Reason for denial: _____

Kitchen Manager: _____ Phone: _____

Sound system staffing: _____ Phone: _____

Video staffing: _____ Phone: _____

Agreement approved by: _____

HAAC Facility Manager/Authorized personnel

HAAC FACILITY RENTAL/USAGE CLEAN-UP AND DAMAGE CHECKLIST

The event, including cleanup must be concluded by the end of the contracted event time. All personal materials, equipment and furnishings must be removed at the conclusion of the event. Unless prior arrangements have been made and included in the event contract, the user may be assessed a minimum \$50 per day fee for items left at the conclusion of the event. HAAC is not responsible for damaged, lost or stolen items. Found items will be held for up to fifteen (15) business days after the event.

This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. Completion and signature is required by both the renter and HAAC staff at the conclusion of a function.

Group: _____ Date: _____

Group Contact Person: _____

Time In: _____ Time Out: _____

Clean-up: Facilities left in the condition found upon arrival of group including:

Yes:____ No:____ picked up food

Yes:____ No:____ cleaned up floors and spills as needed

Yes:____ No:____ garbage cleaned up and emptied into outside containers

Yes:____ No:____ any additional materials brought in for the function removed (objects left beyond the rental period may result in additional charges).

Comments: _____

Damages: Groups renting the church facilities will be responsible for any damages incurred as a result of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group noted on the reservation for rental will be billed for any repair or replacement costs for damages beyond the damage deposit. Any unused portion of the damage deposit will be returned to contact person within 10 working days of the event end.

Visible damages: Yes:____ No:____

Damage Report: _____

Signature of Renter: _____

Date: _____

Signature of HAAC Staff: _____

Date: _____