

### General Facility Use Restrictions<sup>1</sup>

- No political events are permitted.
- All indoor facilities are smoke-free.
- The Peace Garden is a sacred space and strictly off-limits.
- All events must be accompanied by the adult of record or alternate during the entire time of the scheduled event.
- All persons attending Renter's events must respect church property, including but not limited to buildings, equipment, and grounds, and respect adjoining community and conduct themselves accordingly.
- All event festivities (music, food service, etc.) must conclude by 10:00 PM and usher guests from building and grounds. Renters are responsible for restoring facilities to original condition, completing all clean up by 12:00 AM. To be clear, cleanup includes:
  - Removing all decorations
  - Collecting all personal service items
  - Cleaning Kitchen facility if utilized.
  - Cleaning up all event debris in the facilities, exterior grounds, and in parking lots
  - Sweeping involved floor
  - **Mopping all spills**
  - Wiping down tables, chairs, or other furniture

### Rental Policies

- **A valid copy of state- or federally-issued photo identification with current address must be presented at the time of booking with appropriate deposits.**
- **Damage to the facility, grounds, or equipment must be reported at the time of rental.** Damage occurring during the rental period must be reported to HCLC promptly after the event. Renter herein assumes responsibility for any property damage that results from Renter's use of the facilities.

### Indemnification and Insurance Requirement

**Each Renter is required to present a certificate of liability insurance** having a minimum occurrence value of \$1,000,000, before any access key is issued. Said Certificate of Insurance will designate HCLC as an "additional insured" on Renter's liability policy. Notwithstanding this requirement, by signing the rental agreement, Renter hereby absolves HCLC, its leadership, its members, or its representatives of any liability for personal injury to any individual resulting from the use of HCLC facilities.

### Rates, Deposits and Fees

Rental rates are stated on Rental Rate Worksheet, attached hereto. There is a **two-hour minimum** for any rentals. Discounts are only available to organizations that align with HCLC's mission and can prove their non-profit 501(c)(3) status. The Rental Manager must approve any applicable discounts.

Rental fees and the required certificate of insurance must be satisfied seven (7) days prior to the scheduled event, or this agreement will be declared null and void.

A **damage deposit** is required to make a reservation. The deposit will be in full refunded, in the form of a check, provided:

1. no damage to the facilities requiring repair.
2. no additional janitorial services required to return facilities to its previous condition. A minimum charge of \$125 may be deducted from the damage deposit, in addition to \$50 per hour for any cleaning services requiring more than two hours.
3. no policy violations.
4. no trespassing to the Peace Garden or Sanctuary.
5. No damage to the playground area.
6. Electronic keys are returned. A missing key fee of \$50 will be deducted from the deposit.
7. The number of guests did not exceed the security thresholds (see Rental Rate Worksheet for details).
8. No returned checks were incurred. Any returned check will result in a \$50 administrative fee, in addition to any fees charged to HCLC by any bank.

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<sup>1</sup> Violation will result in full forfeiture of the deposit.

### Kitchen-Specific Requirements

- Use of HCLC kitchens incur additional fees. (See the Rental Rate Worksheet for details.) Kitchen use and storage is shared space. Ample capacity in the refrigerator and freezer cannot be guaranteed. Please consult with HCLC staff if you have particular kitchen needs for your event.
- Use of kitchen appliances includes a gas range, oven, ice maker, refrigerator, and freezer. The exhaust system must be turned on when cooking or re-heating foods.
- Renters using kitchen facilities must wash and dry facility utensils or dishes, return same to the prior storage location(s).
- Renters must remove all personal serving pieces after the event.
- Renters must dispose of any remaining food, beverage, or other trash in the dumpster before vacating property.
- Renters shall wipe counter tops, clean floors, clean stove areas, and otherwise return kitchen to the condition ready for the next use.



Rental Rate Worksheet 2026

<b>Rates</b>	<b>Block Rates</b>	<b>Date &amp; Hours</b>	<b>For this event</b>	<b>Cost</b>
	2 hours- \$200			
Gillespie Center Gymnasium 12 round tables, 23 rectangular tables and 300 chairs available	4 hours - \$350			
	8 hours - \$600			
Gillespie Commercial Kitchen	4 hours - \$150			
	8 hours - \$350			
<b>Subtotal</b>				\$
Discounted Rates are available to weekly users and Non-profit organizations				
<b>Additional Fees</b>				
HCLC Attendant Fee Required for events outside church hours (Tues-Fri 9am-4pm)	\$15 per event hour			
Event Security Fee Required for events with 100-150 guests	\$35 per hour for 100-150 guests			
Event Security Fee Required for events with 150 or more guests	\$70 per hour for 150-250 guests			
<b>Deposit</b> Required to make all reservations. Refundable. See "Rates, Deposits and Fees."				