



RENTAL DESCRIPTIONS & RATES

For tours, availability, or reservations, please contact our Rental Coordinator, Denise Redeker, at 765.0956 ext. 19 or at Denise@NewLifePetaluma.org

AUDITORIUM - \$50 per hour

Size: 6,015 sq. ft. ~ Maximum Occupancy: 880 Standing; 600 Seated; 200 Banquet

Our main auditorium is the largest single room we have at New Life. It is made to function as a multi-purpose facility and is easily configured for nearly any type of function. For an additional charge, we have available a 1,200 square foot stage, as well as complete sound, lighting, and projection systems (see Technical Equipment Rental Form on page 3 of this document for additional costs). The floor is carpeted & the entire room is set in muted colors. *The lobby & restrooms are included in the auditorium rental - although rearrangement or the complete clearing of the lobby adds an additional hour to the rental rate.*

LOBBY ~ \$20 per hour

Size: 2,405 sq. ft. ~ Maximum Occupancy: 344 Standing; Seated & Banquet unknown

Due to the size and layout of our main lobby, it is actually a very practical and suitable event location. Carpeted, set in muted colors, outfitted with wall fixtures perfect for display tables, our lobby serves as a great location for large-group meetings, casual meal events, or any type of mingling crowd gathering. *If the lobby needs to be rearranged or cleared entirely, it incurs an additional \$50 fee.*

SECONDARY AUDITORIUM ~ \$25 per hour

Size: 2,018 sq. ft. ~ Maximum Occupancy: 350 Standing; 175 Seated; 75 Banquet

This multi-purpose room is presently unfinished & is not ready for any formal rentals although informal gatherings, groups of kids & such are already using the room & therefore it's available for rental.

CONFERENCE ROOM ~ \$10 per hour

Size: 424 sq. ft. ~ Maximum Occupancy: 15 (conference room table)

This meeting room can be configured in many different ways to suit your standard meeting. It is carpeted, includes a large dry-erase board, basic coffee equipment, rectangle tables and chairs. Projection equipment is available for an additional cost of \$25.

CHILDREN'S ROOMS ~ \$10 per hour

Average Size: 382 sq. ft. ~ Average Maximum Occupancy: 10 kids + adult supervision

New Life has 5 rooms equipped for children ranging in ages from infants to 5 years. They are thematic rooms, welcoming and friendly for any event involving children. Toys and safety measures are age-appropriate. Each room is billed independently at \$5 per hour per room. For an added \$12 per hour, an additional staffer can be hired to run the security cameras and a check in/out system for the children's component of your event (this does NOT include any form of childcare). Each event hosting children ages 0-2 must meet a 3:1 ratio of children to supervision. Events hosting children ages 2-10 must meet a 6:1 ratio of children to supervision.

GAMES ROOM ~ \$15 per hour

Size: 701 sq. ft. ~ Maximum Occupancy: 60 Standing; 45 Seated

Our games room is also fairly multi-purpose but includes an air-hockey table, jumbo screen TV with DVD player, arcade-style basketball hoop game, and pool table. Events hosting youth ages 10 through high school must meet a 10:1 ratio of youth to supervision.

FAMILY ROOM ~ \$10 per hour

Size: 117 sq. ft. ~ Maximum Occupancy: 6 Seated

New Life has a small, family-style room perfectly for parties seeking a neutral location to hold a private meeting – family mediation, counseling session, memorial service preparation, etc...Furnishings include family-room-style chairs & an electric fireplace.

ADDITIONAL EQUIPMENT

Tables & chairs are included in your rental price, but are available on a first-come first-served basis, so we strongly suggest you submit all your equipment needs at the time of your initial reservation request. We own 16 60" round tables, 4 48" round tables & a few 6' rectangular tables. Lighting, sound & projection equipment is available for an additional cost and is listed on page 3 of this document. Unfortunately, New Life currently does not have linens to rent (& we're as sorry about that as you are!).

STAFF FEES

New Life makes arrangements for a Facilities Manager to be on the premises for all facilities rentals – available to answer questions, ensure needs are met & facilitate New Life's rental policies. Facilities Managers are paid \$15 per hour for their time which is in addition to hourly room rates.

CLEANING CREW

New Life's function as a church requires that our facilities be ready for use at various times throughout the week. Therefore, some rental contracts require the hiring of a professional cleaning crew to supplement or replace the volunteer cleaning crews we typically manage. These contracts incur an additional \$200 cost.

DEPOSIT

Part of the reason New Life is able to keep our hourly rental rates at such a low level because we require each renter to provide a \$400 deposit. This is fully refundable should the facilities be left in the condition they were found. This obviously refers to any damage, but also to the layout of the rooms. Because we are first & foremost a church, our rooms are in use throughout much of the week and should our Facilities Manager be required to remain behind a renting party to return the rooms to their proper layout, this additional time will be deducted from the renter's deposit. All deductions from the deposit will be itemized & the renting party notified. The security deposit is to be paid upon signing the Rental Contract with the balance due one week prior to the rental date. Checks made to 'Facilities Usage'.

PAYMENT

A security deposit is due upon signing a Rental Contract with the balance due one week prior to rental date. All payments are submitted as a check made out to 'New Life' with 'Facility Rental' in the memo line. All payments need to be submitted to 'ATTN: Denise'. For policies on changes to the signed Rental Contract or cancellation, see Rental Policies below.

INSURANCE

A Certificate of Liability Insurance is required in the amount of \$1,000,000 naming New Life Christian Fellowship of Petaluma as additional insured. This certificate is due one week prior to event and can be faxed to 707.769.9639 ATTN: Denise.

Rental of Technical Equipment

Because of the complexity of our sound & lighting systems and their various components, any use of our technical equipment would necessitate the hiring of one of our professional technicians. The hiring of any technician must be completed 2 weeks prior to a rental date.

Audio Rental:

\$35/hour (\$100 minimum) to be included in the over-all rental contract

Number of hours needed will be pre-determined and delineated in the written contract signed by renters – any additional hours required by the renters in the course of an event will be taken from their rental deposit & an itemized list of deductions presented to the renting party.

This Includes:

Set up of all necessary equipment prior to your arrival
Up to 5 inputs (3 mics + 2 musical instruments, etc...)
The amplification of music over the sound system via CD or MP3 Player, etc...
Basic on/off of lighting

This Does Not Include:

Additional rehearsal times
Any complicated set up that requires more than an hour or set up of your own equipment
MC or DJ Skills
Any lighting changes

Stage Rental:

Payment: \$200 flat fee to be included in the over-all rental contract

Because our facility is used every Sunday for a technically intricate service, it is imperative that nothing is moved on the stage for any rentals of the facility at large. Outside rentals are the reason we keep the front 10 feet of the stage cleared at all times. However, should your event desire to have the entire 1,200 ft² stage cleared, we can do that as well, but it requires a trained sound technician to move the equipment off & then back ON the stage later – hence the additional fee.

Lighting Rental:

\$35/hour (\$100 minimum) to be included in the over-all rental contract

Lighting changes requiring moving a fixture(s) is a flat rate fee of \$200.

Number of hours needed will be pre-determined and delineated in the written contract signed by renters – any additional hours required by the renters in the course of an event will be taken from their rental deposit.

Video Projection:

New Life has the ability to project presentations, pictures or video files onto our mounted screens using our own systems. In order to utilize this, presentations can be created in either Power Point (for PCs) or Key Note (for Macs). The basic use of our projection system can be set up by any of our sound professionals and is therefore included in any audio equipment reservation.

RENTAL POLICIES

1. **Priority of use** will be on a first-come, first-served basis. New Life will make the final determination, but will accommodate whenever possible. We must also reserve the right to decline a rental request.
2. **Alcohol:** For many reasons, alcohol is not allowed on New Life's campus, & in accordance with state law, no smoking is allowed inside our facilities or within 20 feet of any entrance.
3. **Payment:** Security deposit (\$400) is due upon signing of the rental agreement. Any deductions from that deposit will be itemized and presented to the renting party. Payment balance is required 30 days before rental date. At present, New Life can only receive payments via check (no cash or credit cards). At the conclusion of an event, no refunds will be issued for unused hours.
4. **Changes to Signed Contract** are sometimes necessary, so the first change is on us, but more than one change to a signed contract incurs a \$25 fee.
5. **Should you need to cancel this event**, there is a small \$25 fee, but you will be responsible to pay whatever had been paid on your behalf before the cancellation (deposit to professional cleaning crew, hiring of Facilities Manager, etc...).
6. **Parking:** Renting party promises to ensure that all vehicles associated with their event park in campus parking – avoiding the public street and local business' lots.
7. **Dispute Resolution** If a dispute arises as related to this contract (or there is a breach of this contract), the parties agree to first work to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association, before resorting to arbitration. Any unresolved controversy relating to this contract will be settled by arbitration administered by the American Arbitration Association and judgment upon the Award rendered by the arbitrator(s) may be entered in any court having jurisdiction. Any such arbitration will be conducted in the nearest city that has an AAA regional office.
8. **Insurance Coverage:** New Life's insurance company requires all renting parties to provide a certificate of insurance in the amount of \$1,000,000 naming New Life Christian Fellowship as additional insured. Due one week prior to event .
9. **Condition of Facilities:** The renting party is responsible for returning the facilities to the same condition with which they arrived. This includes the removal of all garbage, decorations, and personal property, the return of all furnishings and equipment to their original location and the lack of damage to the property. Any additional time required of our Facilities Manager to do this work on behalf of the renting party will be deducted from the renting party's deposit at the \$12/per hour rate. The renting party's representative agrees to participate in both a pre- and post-event walk-through with a New Life's Facilities Manager to ensure the facilities began in working condition and the event was completed with the facilities returned to their original condition. Any discrepancies will be deducted from the renting party's deposit & an itemized list of deductions will be provided. If the cost of reparations or cleaning exceeds the deposit amount the renting party agrees to pay the difference.
10. **If local police** respond to a call involving any rental, the renting party will forfeit \$100 from their deposit.