

JHRFLCC



Information & Rental Guide

JHRFLCC

J. H. ROSS FAMILY LIFE & COMMUNITY CENTER

907 Lexington Avenue
Columbus, Ohio 43201
(614) 299-7069

www.triedstonebaptistchurch.org

From the Office of the Pastor:

We hope this information guide answers any questions you may have about the use of our facility. From small to large events we'd like to serve you. We are dedicated to the success of any event hosted by the J. H. Ross Family Life & Community Center and are committed to making your event one to remember. We pride ourselves on running a flexible operation and are sure we can accommodate any, and/or all your needs.

If you have any questions, feel free to contact our Family Life Service Director or Staff. We look forward to serving you!

Elder Dale D. Tucker, Sr.
Senior Pastor



OVERVIEW:

This information guide provides instruction for use and rental of the **J.H. Ross Family Life & Community Center (JHRFLCC)**. The Family Life Center is 24,000 square feet and includes a full gymnasium with stage, eight multi-purpose rooms, fitness center, theater, game room, computer lab, school, and commercial kitchen.

FACILITY USE:

The JHRFLCC is a state of the art facility that provides the church, as well as the community, with a place to thrive in an enriching environment. The facility can be retained for educational purposes such as seminars, conferences, training programs, workshops, and community meetings. Social events such as: wedding receptions, Baby/Bridal showers; parties (including birthday and retirement); and other activities of this nature. The full court gymnasium, which includes a stage, can also be rented out for the types of events listed above, or for recreational purposes (i.e., basketball/volleyball practice/games, etc.). The JHRFLCC also includes a fully functionally fitness center (which includes treadmills, universal machines, and aerobic accessories like exercise balls, bands, and free weights), along with a theater room with 21 fully reclining theater-styled seats.

NOTE: USE OF ALCOHOL AND SMOKING WILL NOT BE PERMITTED AT ANY TIME OR PLACE WITHIN THE BUILDING, ADJOINING PROPERTIES, AND EXTERIOR GROUNDS.

All use and activities outside of approved church functions will be approved by the Family Life & Community Center Staff (FLCCS). All requests for the use of the facility must be submitted at least three weeks prior to the event using the Special Event Request Agreement Form. Requests will be coordinated by the FLCCS by telephone, email, fax, or Internet. See **Facility Usage Fees and Rules** for more details. *If you have a "last minute" event that the calendar can accommodate, the **Facility Usage Fees and Rules will be in effect immediately to secure your requested date.***

A list of approved caterers provided by the FLCCS will be provided upon request by the FLCCS and arrangements to utilize their services must be arranged directly between the Contractee and the caterer. **Outside catering services are only authorized with approval from the Family Life Center Director and a kitchen usage fee will be assessed in addition to rental fee. Kitchen Usage ONLY requests are subject to the same assessment.** See **Culinary Services** section below.

Guests will be obligated to the time allotted in the contract and will be expected to depart as stated in the Agreement. A Setup and Breakdown Fee will be assessed upon initial discussions when the event date is tentatively held; this price will be included in the final assessment of fees. Any use beyond the set time must be approved by the Family Life Center Staff and will be subject to the per hour rental fee.

The JHRFLCC will not permit the affixing of anything to the walls, floors, or ceilings with nails, staples, tape, or any other substance. Please consult the FLCCS for assistance with displaying any materials. The use of the Triedstone Baptist Church Logo is prohibited on any distribution unless prior approval is obtained from the FLCCS.

The Contractee is solely responsible for any damages to the premises and will be required to reimburse the JHRFLCC for any and all damages or losses incurred by the FLCC which arise out of the rental of the premises under this Agreement. Furthermore, the JHRFLCC will not be responsible or liable for any lost or stolen items suffered by the Contractee under this Agreement.

FACILITY USAGE FEES AND RULES:

In order to secure the event date a completed Agreement must be received by the JHRFLCC Staff within one (1) week of the tentative booking. Upon signing the Agreement, the following fee schedule applies:

- **\$100 payment is required with the signed Agreement, as the deposit/down payment.**
- Remaining **balance is due two (2) weeks prior to the event** date.
- **Cancellation Requirements:**
 - If canceled three (3) weeks prior to the event date, half (50%) of the deposit will be returned.
 - No refunds will be applicable if a cancellation is received less than the two (2) weeks prior to the event date.
- Payments can be made by Check, Credit Card or Cash. Checks should be made payable to: **Triedstone Baptist Church**, with **“FLC Event + date of the event” in the memo line.**

The rental fees for space in the JHRFLCC are as follows: fees include media, culinary, hospitality, or security services.

Area	Church/Charity Org.	Corp./Govt. Rate	Day Rate
Gym (recreation use)	\$50 per hour	\$75 per hour	\$500.00
Gym (non-recreational)	\$150 per hour	\$200 per hour	\$1000.00
Cafeteria 120	\$75 per hour	\$100 per hour	\$600.00
Bishop's Dining Room 104	\$75 per hour	\$100 per hour	\$600.00
Conference Room 103	\$40 per hour	\$50 per hour	
Computer Lab	\$100 per hour	\$150 per hour	
Theater	\$40 per hour	\$50 per hour	N/A
Setup/Breakdown Fee – 1 (Gymnasium)	<u>Additional Charge</u> \$150.00 – Up to 150 attendees \$200.00 – Greater than 150 attendees	(Flat rate)	
Setup/Breakdown Fee – 2 (Other applicable rooms)	\$75.00/\$75.00 additional charge (Multi-Purpose Rooms A and B, respectfully.	(Flat rate)	

*** Any event over 4 hours will be charged the Day Rate ***

Logistics for Room Rental:

- A 2-hr. window is provided before the event start time for setup/decorating and a maximum of .5 hrs after the event for clean up of personal items not belonging to the JHRFLCC.
 - We suggest that 15 minutes prior to the close of your event that you prepare your guests that the time is winding down to assist you with closing activities.
- If you require more time to set up your event or will need to request the “day before” (dependent on availability of your room), a \$20 per/hr. rate will be assessed for your event.
- Likewise, if your event goes beyond the agreed upon time, the \$50 per/hr. rate will be assessed.

CULINARY SERVICES:

Culinary services, menu items, and prices will be directly coordinated between the Contractee and caterer selected for the event. The name of the caterer and the time they will arrive to setup for the event must be provided to the FLCCS no later than two weeks prior to the event date.

Outside food or caterers will not be permitted during events **unless** approved by the FLCCS and listed in the Agreement. Please include outside caterer name and detailed information when submitting the initial deposit for your event. Detailed information should include: caterer name/company, time of arrival, special instructions (i.e., if items will be delivered to the JHRFLCC), etc. **Kitchen Usage Fee and assessment apply.**

***** A kitchen usage fee of \$350.00 will be assessed for all catering requests. An additional fee of \$100.00 will be assessed for the use of an "outside caterer" that was not approved by the FLCCS prior to the event. Also, in the event that the kitchen is deemed to be in the same order as when rented, a refund of \$100 will be distributed.** Furthermore, if any damage is found, the Contractee will be assessed the cost of the damage(s) by the FLCCS and funds will be secured as such; the Contractee will be required to claim a refund from their respective outside caterer at that time.***

Note: The flat rate for the use of the kitchen applies to all events that will utilize a caterer. A \$100.00 fee will be assessed for those events that use the kitchen in any capacity outside the "regular" usage that is discussed when securing the facility for an event (i.e., ice machine, water, holding event food items until event start time, etc.). If the kitchen is only used for the "regular" usage as stated above, then the "standard" Kitchen Maintenance Fee of \$100.00 will be assessed.

FITNESS CENTER: (Members Only)

Fees for use of the JHRFLCC Fitness Center are as follows:

Non-Member Daily	NM-WEEKLY	NM-MONTHLY	NM-Yearly
\$5.00	\$25.00	\$50.00	\$300.00



SPECIAL EVENT REQUEST AGREEMENT for JHRFLCC

The following agreement and all applicable attachments are for the use of the premises known as the J. H. Ross Family Life & Community Center (JHFLCC) located at 907 Lexington Ave, Columbus, Ohio 43201. Any changes, deletions, or additions to the Agreement must be done in writing, including signatures by both parties and date on which changes, deletions, or additions were agreed to. The JHRFLCC is not responsible or liable for any damages or injuries incurred by the Contractee, their guests, participants, agents, or anyone else connected with their event.

The Contractee is solely responsible for any damages to the premises and will be required to reimburse the JHRFLCC for any and all damages or losses incurred by the JHRFLCC which arise out of the rental of the premises under this Agreement.

The JHRFLCC will not be responsible or liable for any lost or stolen items suffered by the Contractee under this Agreement.

The undersigned agrees to the stipulations set forth in the JHRFLCC Information Guide and attachment A of this Agreement.

Reservation Made By:	Triedstone Affiliated	<input type="checkbox"/> Yes <input type="checkbox"/> No
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Name of Event/Ministry:	Type of Event:
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Date of Event	Setup Time: Start Time:	Breakdown Time : End Time:
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Room(s) Requested:

Additional Requirements:

Number of Participants:

Point of Contact:	Phone:
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Email Address:

Mailing Address:

City:	State:	Zip Code:
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Agreement No. FLC2017-00000

SPECIAL EVENT REQUEST AGREEMENT CONTINUED

Please check all of the following services that are requested for this event:

Yes No ----- — Culinary Services requested
 Yes No ----- — Carpeted Gym requested

Please check all Equipment that will be requested during this event:

Audio/visual equipment

Yes No Qty — Microphones
 Yes No Qty — Overhead Projector
 Yes No Qty — Portable LCD Projector
 TV VCR DVD None Required

Setup/Breakdown Fee:
Room Rental Fee:
Kitchen Maintenance Fee: N/A
(outside caterer/kitchen usage required)

ESTIMATED TOTAL COST OF EVENT: \$

Event Representative Signature Date

FLC Representative Signature Date

Agreement No. [FLC2017-00000](#)

<p>For Office use only:</p> <p>Date: _____ Deposit: \$ _____</p> <p>Received by: _____</p> <p>Balance Due: \$ _____</p>
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