

The use of the JHRFLCC or Triedstone Baptist Church Logo is prohibited on any distribution unless prior approval is obtained from the JHRFLCC Board.

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 JHRFLCC Board no later than two weeks prior to the event date.

Outside food or caters will not be permitted during events unless approved by the JHRFLCC Board 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 \$150.00 will be assessed for all full catering requests. A \$75.00 fee will be assessed for food preparation only (no cooking).

An additional fee of \$100.00 will be assessed for the use of an "outside caterer" that was not approved by the JHRFLCC Board prior to the event. Kitchen **MUST BE** left in the same condition as found prior to usage. Furthermore, if any damage is found, the Contractee will be assessed the cost of the damage(s) by the JHRFLCC Board 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 \$150.00 will be assessed. KITCHEN WILL BE LOCKED OTHERWISE!



MEDIA SERVICES:

Ask about these services that can help to enhance your event. Additional Fees

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.



Information & Rental Guide

J.H. ROSS
FAMILY LIFE
& COMMUNITY CENTER

907 Lexington Avenue
Columbus, Ohio 43201
(614) 556-0249

www.triedstonebaptistchurch.org
jhrossflc@gmail.com

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 (class) rooms, theater room, game room 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 reserved for:

- A. Educational purposes such as: Seminars, Conferences, Training Programs, Workshops and Community Meetings.
- B. Social events such as: Wedding Receptions, Baby Showers, Bridal Showers, Parties (including birthday and retirement); and other activities of this nature.
- C. Family Reunions

The full court gymnasium, which includes a stage, can also be rented out for the types of events listed above, or for Sporting Events such as:

- A. Basketball/Volleyball practice/games, etc.).

NOTE: USE OF ALCOHOL AND SMOKING WILL NOT BE PERMITTED AT ANY TIME OR PLACE WITHIN THE BUILDING, ADJOINING PROPERTIES, AND EXTERIOR GROUNDS. CHILDREN must be supervised and remain within the rented area.

FACILITY USAGE FEES AND RULES:

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

- **\$100 non-refundable payment is required with the signed Agreement, as the deposit/down payment. \$200 for events over \$1000**
- **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 payments made (minus \$100 non-refundable 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, Money Order, Cashier's Check or Cash. Checks, Money Orders and Cashier's Checks should be made payable to: **Triedstone Baptist Church**, with "JHRFLCC Event + date of the event" in the memo line.

The rental fees for space in the JHRFLCC are as follows: Fees DOES NOT include media, culinary, hospitality, or **security services (if available).**

Area	Church/Carity Org	Corp./Govt. Rate	Day Rate
Gym (recreation use)	\$50 per hour	\$75 per hour	\$500
Gym (non recreational)	\$150 per hour	\$200 per hour	\$800
Room 104/120	\$75 per hour	\$100 per hour	\$600
Cafeteria	\$100 per hour	\$125 per hour	\$600
Computer Lab	\$100 per hour	\$150 per hour	
Theater Room or Game Room	\$75 per hour	\$75 per hour	N/A
Setup/Breakdown Fee (Gymnasium)	Additional Charge \$150.00 – Up to 150 \$200.00 Greater than 150	(Flat Rate)	
Setup/Breakdown Fee – Room 104, 120	\$75.00	(Flat Rate)	

***ANY EVENT OVER 5 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 1 hr after the event for cleanup 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, you will need to request the "day before" (**dependent on availability of your room, and/or staff**), a \$50 per/hr. rate will be assessed for your event.
- Likewise, if your event goes beyond the agreed upon time, a \$100 per/hr. rate will be assessed not to exceed 1hr.

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 in advance by the Sales and Marketing Manager/Operations Manager 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 Sales and Marketing Manager for assistance with displaying any materials.