

RENTAL POLICY & GUIDELINES FOR

THE HISTORIC FIRST BAPTIST BUILDING

*17TH & SANSOM STS.
PHILADELPHIA, PA*



RESURRECTION
PHILADELPHIA

DEPOSITS & PAYMENTS

Upon signing the rental agreement, a deposit is due, which amounts to 50% of the total rental cost. This deposit secures your reservation. The balance of the payment must be submitted within ten (10) days of the event. The deposit and payment may be paid in the form of a personal check, money order, or online via credit card (a 3% service charge will apply). Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). Checks must be made out to "Resurrection Philadelphia."

CANCELLATIONS

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations. If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within two (2) weeks of cancellation.

Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to Resurrection, and must be approved by the Executive Team. This process may take up to thirty (30) days. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If Resurrection must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Policy, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by Resurrection, and Resurrection is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

DAMAGES

Renter(s) is responsible for:

- Any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests
- The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- The proper handling of all equipment and furnishings.
- Removal of ALL trash to disposal bin.

- Renter(s) is expected to pay for any damages to the facility (including the building itself, furniture, and any equipment within the building) that result in needed repair or replacement.

SET-UP & CLEAN-UP

Event set-up and clean-up time must be factored into the timeframe of the rental, unless explicitly granted permission by Resurrection Philadelphia to do otherwise.

Spaces within the Historic First Baptist Building will be delivered to the renter(s) clean and free of trash or debris. The renter(s) is expected to *return them in the same condition as received*. Professional cleaning services will be provided by Resurrection at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up **all** trash and recycling within the space that you have rented, and leave it within one of the several large gray trash bins or blue recycling bins located throughout the building. If necessary, double-bag trash to avoid leaks.
- b. Wipe down all tables and countertops.
- c. Remove **all** decorations, balloons, and other party materials.
- d. Remove **all** food and other items that was brought by your group from the kitchen, refrigerator, and other spaces.

DECORATIONS

Decorations for weddings and other celebrations are allowed and encouraged. The following rules pertaining to decorations are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture or on the walls, pews, or any other surface.
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.
4. Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.

SOUND SYSTEM & SOUND TECH

All equipment used is to be left in the same condition as it was found in. Any damage done to sound system equipment throughout the duration of the rental contract is expected to be covered (repaired or replaced completely) by the renter(s).

If the renter(s) does not have access to a sound tech, Resurrection does have sound techs available to be hired for the occasion. Hiring of a sound tech is outside of the rental contract, thus he/she is expected to be paid by the renter(s) at the hired sound tech's hourly rate.

OUTSIDE VENDORS

The renter(s) is responsible for making his/her own arrangements with caterers and other vendors. The renter(s) must also be present to greet and instruct all vendors upon their arrival. Resurrection must be provided with a list of caterers and/or other vendors that will have access to the facility within seven (7) days of the event.

YOUTH GATHERINGS

Resurrection welcomes youth gatherings. For such events, there must be one (1) adult, age 18 or over, for every ten (10) youth below the age of 18. The renter is responsible for ensuring that adult chaperones have been professionally background checked and adequately trained to work with youth.

ALCOHOL

Outside of communion, alcoholic beverages may only be served in the Dining Hall and to guests 21 and over.

PROHIBITED ITEMS

Smoking and other tobacco products, drugs, and weapons are prohibited within the Historic First Baptist Building.

PARKING

Metered parking is available throughout the neighborhood surrounding the Historic First Baptist Building. Guests and vendors are responsible for taking note of all parking restrictions and following local parking laws. Resurrection bears no responsibility for ticketed vehicles.

WIRELESS INTERNET

Wireless internet is available at no extra cost. The password will be provided upon request.

WEDDINGS

Wedding ceremonies, rehearsals, and receptions must adhere to all of the aforementioned policies.

OFFICIANTS

Outside officiants are welcome to perform weddings or other sacramental ceremonies (e.g., baptisms) at Resurrection, but we require that they be ordained within an established Christian church that adheres to historic Christian orthodoxy. Likewise, communion may only be celebrated by those permitted to do so within the officiant's denomination.

MUSIC

The sanctuary comes equipped with a baby grand piano. The renter(s) must provide their own pianist. Additionally, a sound system is available for rent. There is no restriction on the style of music played during wedding ceremonies, as long as it adheres to city noise ordinances.