



# Facility Information & Agreement

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## MUST Ministries Facilities Information & Agreement

### Staff Policy:

- There must be at least one MUST Ministries staff member on campus during any event.
- Depending on the size of the event more than one staff member may need to be present.

### Facility Availability:

- Organizations may reserve the Community Room and/or the Large Conference Room.
- Events may be held Monday-Friday 8:00am-5:00pm. Hours may be extended upon special request.
- The MUST Ministries Facility is **not** available on the following holidays: New Year's Day, M. L. King, Jr. Day, Good Friday, Memorial Day, 4<sup>th</sup> of July, Labor Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve and Christmas Day.
- The MUST Ministries facility is **not** available for individual(s) use including but not limited to: receptions, family reunions, private parties, etc.
- The MUST Ministries facility has only **50 parking spaces** available for our guests.
- Inclement Weather – MUST Ministries follows the guidelines of Cobb County Schools. If Cobb County Schools are closed for inclement weather then our location will be closed. It is the responsibility of the Guest(s) to notify their attendees that the event will be cancelled.

### Pricing:

- There will be an introductory offer of no charge for the use of any of our rooms for organizations. MUST Ministries reserves the right to rescind this offer at any time.
- A refundable security deposit of **\$100.00** is required. This insures the safety for MUST Ministries' facility, property and equipment if any damages occur during an event. If there are no damages the deposit will be returned within 14 business days.
- MUST Ministries will accept donations in the form of cash, check, or credit card (MasterCard, Visa, American Express and Discover.)

### Reservations:

- Room reservations are confirmed upon receipt of the signed Facility Rental Policy, the signed Booking Confirmation and a refundable deposit in the form of a check or credit card information. *Please see 'Security Deposit / Donations' section for additional details.*
- All reservations are made on a first-come-first-served basis. Reservations can be held for 48 hours. The reservation will be cancelled if the proper paperwork and deposit are not received before the 48 hour deadline.
- Events may be scheduled for either a time period of 4 hours or 8 hours. Hours may be extended upon special request.
- Booking the event must take place 6 weeks prior to the actual day of the event.
- MUST reserves the right to cancel any event due to special circumstances and will provide a full deposit refund.
- Alternate arrangements may be made on a case by case basis.
- MUST Ministries and Guest(s) should agree on floor layout plan at least 2 weeks prior to event.
- MUST Ministries reserves the right to decline any application for use of its facilities and/or property at its discretion and as allowed by law. MUST Ministries further reserves the right to revoke this Agreement at any time where Guest(s) has/have failed to comply with the terms of this Agreement.



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**Equipment:**

- Room access includes the use of tables, chairs and marker boards where applicable.
- Access to the following MUST Ministries equipment will be available: podium, projector, wireless internet, and kitchen. Kitchen includes refrigerator, sink, counter space, ice machine, dishwasher, and microwave.
- **The podium and projector should be reserved at the time of booking to ensure availability.**

**Security Deposits / Donations:**

- MUST Ministries will accept donations in the form of cash, check, or credit card (Master Card, Visa, Discover or American Express).
- The Security Deposit is due when booking the event. MUST Ministries holds the check or credit card information in good faith that the Guest(s) will adhere to all guidelines.
- The Guest(s) acknowledge(s) that all or part of this deposit will be forfeited if damages to the room and/or fixtures occur beyond normal and customary usage and reasonable wear and tear (see "Damages Section") or if excessive cleaning is required to return the facility to its condition when the event began. **Excessive cleaning is required when food or drink is ground into the carpet, trash is not removed from the building, kitchen floor and countertops are not clean, or food, dishes or decoration are left behind.**
- In the event that damages or cleaning fees exceed the amount of the security deposit, the Guest(s) acknowledge(s) the responsibility to pay the cost in excess of the damage/cleaning deposit.
- The damage/cleaning deposit will be returned within 14 business days of the event, provided no damage or cleaning charges are applied.

**Setting up / Decorating:**

- Any and all setting up and decorating must be approved by MUST Ministries.
- **Taping, pasting, tacking, pinning, nailing, or otherwise attaching items to walls, windows, doors, ceilings, floors, furniture or furnishings is not allowed.** No use of confetti, glitter, rice, bubbles, processed snow, or other substances requiring excessive cleanup will be allowed inside the building.
- **Candles are allowed only if they are enclosed in a hurricane or glass holder that completely encompasses the flame.**
- The Guest's equipment, supplies, food and decorations must be removed by the end of the event unless special arrangements are made at the time of reservation.
- MUST Ministries is not responsible for the Guest's equipment, supplies, food, decorations, or other items that are set up prior to the event or left behind once the event is complete.

**Children and Animals:**

- **Children under the age of 17 must be supervised by parents or other adults at all times. There must be 1 chaperone for every 7 children 17 years and younger. Failure to properly supervise children will result in the forfeiture of the full amount of the cleaning/damage deposit.**
- Food provided for children must be pre-approved by the MUST Ministries coordinator.
- Animals of any type are not permitted in the MUST Ministries facility, with the exception of those used for assisting persons with disabilities.



**Fire Safety:**

- Smoking is **not** permitted in the building or on the grounds.
- Open flames candles are permitted only if they are enclosed in a hurricane or glass holder that completely encompasses the flame. Sterno warmers are acceptable for use only in designated areas and shall be supervised at all times.

**Catering:**

- MUST Ministries has a preferred catering list that will be provided to you at the time of booking or before.
- Special arrangements may be coordinated between the MUST Ministries coordinator and the selected caterer on a case by case basis. **The deposit is non refundable if the Guest(s) chooses a caterer who is not on our preferred caterer list.**
- All caterers providing services at MUST Ministries should contact the MUST Ministries Coordinator no later than 10 business days prior to the event. In addition, all caterers must provide a business license along with a current health inspection certificate, and Certificate of Insurance listing MUST Ministries as an additional insured must be on file with MUST Ministries.

**Cleaning and Damages:**

- Guest(s) are fully responsible for cleaning up after their event: take out trash (to the green dumpster located in the back corner of parking lot), vacuum the area, clean up food, dispose of all food, clean the kitchen, and remove all decorations.
- Guest(s) shall be responsible for any and all damages to the facility and/or property incurred in connection with Guest's use of the facility and/or property. In addition to all relief allowed by the law, MUST Ministries shall have the right to retain Guest's deposit to cover damages.

**Deliveries:**

- Deliveries must be coordinated with MUST Ministries and made during normal facility hours. Hours are 8am to 4pm Monday through Friday. Special delivery arrangements may be made on a case by case basis.
- All deliveries are to utilize the Administration Entrance in the rear of the building.
- The Guest(s) must coordinate with the MUST Ministries Coordinator all deliveries and set up dates.
- MUST Ministries is not responsible for any lost, stolen, or damaged equipment or property of the Guest(s) or its agents.

**Prohibitions:**

- **Alcohol is strictly prohibited in the building or on the grounds, which includes the parking lot.**
- **Firearms of any kind are not permitted in the building or on the grounds, including the parking lot.**



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**Publicity:**

- Use of any MUST Ministries' logo, trademark, or trade name is not permitted without prior authorization. The Guest(s) is/are not to promote their event as a MUST Ministries sponsored event unless agreed upon in writing in advance of the event.

**Limitation of Liability:**

- In no event shall MUST Ministries be liable for any damages stemming from this Agreement above and beyond the amount of the deposit provided by Guest.

**Indemnification / Insurance:**

- To the fullest extent permitted by law, Guest(s) agrees to defend, indemnify and save harmless MUST Ministries and its agents, employees, and Directors, from and against any claim, cost, expense, or liability whatsoever (including attorneys' fees and litigation expenses) attributable to bodily or personal injury (including purely emotional or psychological injuries), illness, death, or damage to or destruction of property, caused by, arising out of, resulting from or occurring in connection with Guest's use of the facility and/or property. Guest's duty hereunder arises regardless of whether such injury, sickness, disease, death, damage or destruction is alleged to have resulted (or does actually result) from the sole fault or negligence of MUST Ministries or anyone for whom MUST Ministries may be responsible, including its agents, employees, and Directors.
- It is required that the Guest(s) provide a copy of the Certificate of Insurance listing MUST Ministries as an additional insured prior to the use of the MUST Ministries facilities and/or property. However, the failure to procure such a Certificate shall not operate as a waiver or otherwise operate to relieve Guest(s) of any duty imposed in this Agreement.

**Entire Agreement:**

- This written Agreement shall be the entire agreement and shall supersede any and all prior discussion, agreements, or representations. Any modifications shall be made in writing and signed by both parties.

**Governing Law / Jurisdiction / Venue:**

- This Agreement shall be construed and interpreted in accordance with the laws of the State of Georgia. It is agreed that jurisdiction for any and all claims relating to the enforcement of terms of this Agreement shall properly lie in the courts of Cobb County, Georgia.



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**Effectiveness:**

- If any of this Agreement is held by a court of competent jurisdiction to be invalid and otherwise unenforceable, in whole or in part, the remainder of the terms of enforceable parts of this Agreement shall not be affected thereby and shall be enforced to the full extent permitted by law.

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Organization Name (please print)

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Organization's Representative's Signature and Date

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MUST Ministries Representative and Date



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**MUST Ministries Facilities Agreement**

Contact Name \_\_\_\_\_  
Company Name \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_  
State \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Tel (W): \_\_\_\_\_ (C): \_\_\_\_\_  
E-mail address: \_\_\_\_\_  
Applicant Type: Commercial:\_\_\_ Non-Profit:\_\_\_  
Purpose of Event: \_\_\_\_\_  
Date of Event: \_\_\_\_\_ Start Time: \_\_\_\_\_ End Time \_\_\_\_\_  
Approx. Number of Guests: \_\_\_\_\_

**Facilities Requested:**

Community Room A \_\_\_\_\_ Community Room B \_\_\_\_\_ Community Room AB \_\_\_\_\_  
Large Conference room \_\_\_\_\_

**MUST Ministries Features:** (check all that apply)

LCD Projector\_\_ Easel/Flip Charts\_\_  
Round Tables\_\_ Classroom Tables\_\_ Podium\_\_ Chairs\_\_

**Configuration:**

Banquet Style \_\_\_\_\_ Classroom \_\_\_\_\_ Reception \_\_\_\_\_ Other \_\_\_\_\_  
Food/Beverages Present? Yes \_\_\_\_\_ No \_\_\_\_\_ If yes, you must choose from one of the caterers MUST has approved. (Carriage House Catering, Canvas Café and Bakery, The Rib Ranch, Dagwood’s Sandwich Shoppe, Carrabba’s Italian Grille)  
Name of Caterer: \_\_\_\_\_

**Payment Information** (Checks payable to “MUST Ministries)

Booking Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_  
Visa/MasterCard/Amex # \_\_\_\_\_ Exp. Date: \_\_\_\_\_

Rental Deposit \$ \_\_\_\_\_ Cash or Check # \_\_\_\_\_  
Visa/MasterCard/Amex# \_\_\_\_\_ Exp. Date: \_\_\_\_\_

FOR OFFICE USE ONLY: Approved by \_\_\_\_\_ Date: \_\_\_\_\_