

Big Red Barn Rental Policy

Galileo Church • introduced January 2022

Galileo Church rents space for gatherings hosted by its co-conspirators and friends. This rental use is at the discretion of the Missional Logistics Team.

1. Who is eligible?

- a. **Co-conspirators of Galileo Church** may rent the Big Red Barn for private (guest list only) events they are personally hosting.
- b. **Friends of Galileo Church** who have been consistently part of the church's life for 3 months may rent the Big Red Barn for private (guest list only) events they are personally hosting.

2. What's the process?

- a. **Send email** to info@galileochurch.org. Include the date, time, duration, and type of event; and how many people are expected to attend.
- b. **The MLT considers each request** for the use of the Big Red Barn. The church's calendar takes precedence over rentals.
- c. **The MLT will present a Letter of Agreement** that governs the terms of the rental agreement.
- d. **A \$250 deposit is required** for events with over 20 guests. Deposit will be returned if the Big Red Barn is found to be in the same condition in which it was received. Deposit will be kept in the case of broken or missing furniture or objects that belong to Galileo Church.

3. How much does it cost?

- a. **\$400 (minimum) for 4 hours of use**, not including setup time.
- b. **\$25/hour** over 4 hours.
- c. **Galileo will pay an event facilitator** \$25/hour, who must be onsite for the entire event. Only the host may run Galileo's audio equipment.

- d. **Galileo will pay a custodian** \$175 to clean and reset the Big Red Barn following the event.

4. What can we use?

a. Renters can use these spaces:

- i. large worship area
- ii. utility area and bathrooms
- iii. Quiet Room, Spare Oom, Annex, G-Kids Room by arrangement (specified in LOA)
- iv. outdoor spaces, including Back Porch and Breezeway

b. Renters can use this stuff:

- i. round, white tables and white folding chairs
- ii. gray rectangular tables
- iii. warming oven, refrigerator, freezer, microwave, sink
- iv. regular stock of bathroom paper
- v. black or white tablecloths for round tables; renter must wash, dry, fold, and return within 72 hours of the event
- vi. audio equipment (indoors only) with paid host to operate

c. Respecting the space:

- i. Only registered service animals allowed.
- ii. No smoking inside the BRB.
- iii. Clean up spills; don't break anything; report accidents.
- iv. In case of emergency, call 9-1-1 immediately. Galileo Church does not provide security or emergency help.
- v. Galileo Church does not accept liability for the use of alcohol.
- vi. No glitter, confetti, birdseed, etc. indoors.
- vii. If you decorate it, un-decorate it before you leave.
- viii. Seriously, don't touch Galileo's tech equipment.

Letter of Agreement (LOA)

Big Red Barn Rental • Galileo Church

Renter's name:

Renter's phone:

Renter's email address:

Event Type:

Event Date:

Hours, including decorating, set-up, and clean-up:

Rental Fees:

_____ Deposit, req'd for reservation: \$250 (paid __, returned__)

_____ Rental Fee: \$400 for four hours

_____ Additional hours: \$25/hour

_____ **TOTAL PAYABLE TO GALILEO CHURCH**

MLT signature

Renter signature

date

date

Event Facilitator Job Description

checklist for Big Red Barn rentals • Galileo Church

1. Arrive 15 minutes before LOA beginning time.
2. Unlock doors (main entrance and Quiet Room egress).
3. Turn on the lights throughout, including bathrooms.
4. Turn on heating or cooling in main space and Quiet Room.
5. Place 3 "Galileo Church" signs outside (stop sign, tree, trail).
6. Check the bathrooms for cleanliness, toilet paper, paper towels, soap, etc.
7. Check all trashcans in every room, including bathrooms, to make sure they have liners. Collect and take out trash throughout the event; replace liners when necessary.
8. Check all areas for cleanliness: entryway, surfaces, floor, main room, Quiet Room, G-Kids, etc.
9. Throughout the event, continue checking for spills, accidents, etc. Stuff happens.
10. Do routine checks of the bathrooms every twenty minutes. Replenish supplies; clean up messes.
11. Help renters with furniture arrangements, questions, where to find things, whatever issues arise. If renters need to use Galileo's stuff – paper goods, utensils, etc. – keep track so that renter can replace them.
12. Operate audio equipment as needed. Do not let the renter operate Galileo Church's audio/video equipment. Do not operate the renters' audio/video equipment.
13. If any emergency arises (unruly guests, argument, violence), call 9-1-1. For emergency building issues (plumbing, electrical, etc.) call the Barn Boss first, (682) 414-9113; pastor second, (817) 773-3147. Event Host has complete authority to shut down the entire event at any time this policy is being violated beyond repair.
14. At end of the event, be helpful to renters as they pack up.
15. Retrieve 3 "Galileo Church" signs from outside.
16. Turn off heating or cooling in main space and the Quiet Room.
17. Turn out lights throughout.
18. Make sure all doors are locked – main entrance, Quiet Room, garage door entrance, garage doors.