

CENTER CHAPEL BUILDING AND PROPERTY USAGE POLICY

CENTER CHAPEL UNITED METHODIST CHURCH IS A RURAL METHODIST CHURCH ESTABLISHED IN 1893. CENTER CHAPEL IS A WELCOMING ECUMENICAL COMMUNITY ACTIVELY RECONCILING FOR EVERYONE. WE ENDEAVOR TO SUPPORT ALL MEMBERS OF OUR COMMUNITY IN THEIR BIBLE BASED, CHRIST CENTERED, SPIRITUAL JOURNEY. WE ARE PLEASED TO OFFER THE PROPERTY AND BUILDING AVAILABLE FOR PRIVATE USE WHEN CENTER CHAPEL IS NOT USING IT TO FULFILL ITS MISSION AND VISION. CENTER CHAPEL IS LOCATED AT 8020 KENNEDY ST., INDIANOLA, IOWA 50125. PHONE NUMBER 515-961-5054. FACILITIES AVAILABLE ARE:

UPSTAIRS:

NARTHEX/LOBBY: 30 feet x 30 feet Narthex, or Front Lobby, which can accommodate small group meetings of approximately 30 people comfortably.

SANCTUARY: 2,200 square foot sanctuary that will seat up to 120 people.

STUDY: 15 feet x 15 feet study/office

BATHROOMS: Both men's and women's bathrooms are with 2 toilets and changing stations.

DOWNSTAIRS:

KITCHEN: 20 feet by 20 feet full-service kitchen

FELLOWSHIP: 2,200 square foot fellowship hall that will seat up to 120 people.

CLASS ROOM: 15 feet x 15 feet

BATHROOMS: Both men's and women's bathrooms are with 2 toilets.

A LIFT ELEVATOR ALLOWS HANDICAP ACCESSIBILITY BETWEEN THE UPSTAIRS AND THE DOWNSTAIRS.

OUTSIDE PARKING: Ample parking on approximately 3 acres of property with parking available in the front and down below on the south side of the building.

EXTERIOR SPACE FOR TENTS: There are 2 areas where an event tent may be set up. One area on the old church grounds near the highway, and the other down below on the south side of the building.

CONDITIONS OF USE

- RENTALS CAN BE REVOKED BY CENTER CHAPEL.
- SMOKING IS PROHIBITED.
- A CHURCH REPRESENTATIVE WILL BE MADE AVAILABLE REGARDING BUILDING ACCESS OR OPERATIONS.
- UNDER NO CIRCUMSTANCES WILL ANY STAPLES, PINS, NAILS, OR OTHER FASTENERS BE PLACED ON WALLS. SUCH ACTIONS WILL BE CHARGED TO THE RENTER AS DAMAGE. ONLY TAPES THAT LEAVE NO RESIDUE SHALL BE USED.
- NO FAKE FLOWER PETALS, CONFETTI, RICE, OR BIRDSEED, OR OTHER SMALL DECORATIONS.
- PRE-AUTHORIZATION FOR USE OF SOUND SYSTEM.
- YOU WILL NEED TO PROVIDE YOUR OWN PAPER PRODUCTS.
- NO FOOD OR BEVERAGES IN SANCTUARY.
- PEWS ARE TO BE LIFTED OR MOVED BY FURNITURE DOLLIES, NO SLIDING. A CHURCH REPRESENTATIVE CAN ASSIST IF NECESSARY.

RATES

- **NON-MEMBER RATES:**
 - 1/2 DAY: \$250.00
 - FULL DAY: \$500.00
 - WEDDING: \$600.00
- **MEMBER RATES ARE NEGOTIABLE**
- PAYMENT IS DUE 30 DAYS PRIOR TO RENTAL OR AT THE TIME OF THE BOOKING, WHICHEVER IS NEARER TO THE DATE OF RENTAL.
- A RENTAL NOT CONFIRMED BY TIMELY PAYMENT WILL BE CANCELLED.
- CERTIFICATE OF PROOF OF LIABILITY INSURANCE WILL BE PROVIDED 14 DAYS PRIOR TO RENTAL DATE. CERTIFICATE WILL HAVE CENTER CHAPEL AS THE HOLDER. IF NOT PROVIDED, ONE WILL BE PROVIDED TO RENTER THROUGH CENTER CHAPEL'S INSURANCE AGENT. COST WILL BE IN ADDITION TO THE RENT.
- CANCELLATION IS 100% REFUNDABLE 14 DAYS BEFORE EVENT.
- CANCELLATION IS 50% REFUNDABLE 7 DAYS BEFORE EVENT.
- NO REFUND IF LESS THAN 7 DAYS.

DAMAGE DEPOSIT

- DAMAGE DEPOSIT: \$150.00
- DAMAGE DEPOSIT IF ALCOHOL WILL BE PRESENT: \$300.00
- THE AMOUNT OF DAMAGE DEPOSIT IN NO WAY LIMITS THE MONETARY AMOUNT OF DAMAGES THAT THE RENTER MAY BE RESPONSIBLE FOR. THIS WILL BE DETERMINED BY THE ACTUAL COST OF CLEAN UP AND/OR REPAIR OF DAMAGED MATERIALS AND TIME (CURRENTLY \$50 PER HOUR). DAMAGE TO ANY PROPERTY OF CENTER CHAPEL WILL BE INCLUDED IN DAMAGES ASSESSED TO THE RENTER. DEPOSIT CHECKS WILL BE SHREDDED AFTER SATISFACTORY CLEAN UP IS COMPLETED. FOR RETURN OF DEPOSIT CHECKS, RENTER MUST SUPPLY STAMPED, SELF-ADDRESSED ENVELOPE.

ALCOHOL

- RENTER MUST DECLARE PRIOR TO RENTAL IF ALCOHOL WILL BE PRESENT. FAILURE TO NOTIFY CENTER CHAPEL OF THE PRESENCE OF ALCOHOL PRIOR TO RENTAL WILL RESULT IN THE FORFEITURE OF THE DAMAGE DEPOSIT.
- MINIMUM DAMAGE DEPOSIT FOR RENTAL WITH ALCOHOL PRESENT WILL BE \$300.00.
- ALL LAWS OF THE STATE OF IOWA REGARDING CONSUMPTION OF ALCOHOL WILL BE STRICTLY OBSERVED. VIOLATION OF STATE CODE WITH REGARD TO ALCOHOL CONSUMPTION WILL RESULT IN EXPULSION FROM PROPERTY, REVOCATION OF RENTAL PRIVILEGES, AND FORFEITURE OF DEPOSIT.
- IT WILL BE REQUIRED TO HAVE ONE OFF DUTY POLICE OFFICER PRESENT FROM THE BEGINNING OF ALCOHOL BEING SERVED UNTIL THE END OF THE RENTAL TIME.

CLEAN UP

- CLEAN UP MUST BE PERFORMED IMMEDIATELY AFTER THE RENTAL AND THE FACILITIES RETURNED TO THE CONDITION IN WHICH THEY WERE ACCEPTED.
- ON SITE EQUIPMENT AND MATERIALS MAY BE USED.
- ALL DISHES/UTENSILS/APPLIANCES ARE TO BE CLEANED AND RETURNED TO WHERE THEY WERE TAKEN FROM.
- RENTER WILL COLLECT ALL TRASH AND REMOVE IT FROM THE PROPERTY.
- REPLACE ALL RECEPTACLES WITH NEW TRASH BAGS.
- MOP OR VACUUM AS NEEDED.
- CLOSE ALL WINDOWS.
- RESET ALL THERMOSTATS (2 UPSTAIRS, 2 DOWNSTAIRS) TO ORIGINAL SETTINGS.
- LOCK ALL DOORS.

RENTER IS RESPONSIBLE FOR COST OF REMOVAL OF STAINS, SCRATCHES IN WOOD, MARKS ON WALL, OR ANY DAMAGE CAUSED DURING RENTAL. WALK THROUGH WILL BE PROVIDED PRIOR TO RENTAL TO ESTABLISH IF ANY STAINS, MARKS, OR OTHER DAMAGES EXIST ALREADY.

- IF CENTER CHAPEL IS NEEDED TO CLEAN UP, IT WILL BE CHARGED AGAINST, BUT NOT LIMITED BY, THE DAMAGE DEPOSIT AT A RATE OF \$50 PER HOUR, MINIMUM OF ONE HOUR, AND SUBSEQUENT CHARGES WILL BE IN WHOLE HOUR INCREMENTS.

IN REVIEW

- SIGN AND RETURN RENTAL AGREEMENT.
- MAKE ARRANGEMENTS FOR RENTAL PAYMENT AND DAMAGE DEPOSIT.
- SUBMIT PAYMENT TO:

CENTER CHAPEL UNITED METHODIST CHURCH

8020 KENNEDY STREET

INDIANOLA, IOWA 50125

- RENTER WILL BE RESPONSIBLE FOR MAKING ARRANGEMENTS FOR ACCESS TO BUILDING AND WALK THROUGH BEFORE AND AFTER RENTAL.
- DECLARE WHETHER OR NOT ALCOHOL WILL BE PRESENT.
- RENTER IS RESPONSIBLE FOR CLEAN UP AND TRASH REMOVAL FROM THE PROPERTY.
- REMOVE ALL INTERIOR AND EXTERIOR DECORATIONS.
- MAKE SURE ALL EXTERIOR DOORS ARE LOCKED.

CENTER CHAPEL RENTAL AGREEMENT

NAME: _____

ADDRESS: _____

TELEPHONE NUMBER(S): _____

DATE OF RENTAL: _____

THE RENTER ACKNOWLEDGES THAT THEY HAVE RECEIVED A COPY OF THE CENTER CHAPEL RENTAL POLICY AND AGREES TO ABIDE BY ALL CONDITIONS AND REQUIREMENTS NOTED THEREIN, INCLUDING, BUT NOT LIMITED TO THE FOLLOWING:

- RENTERS **MUST** DECLARE PRIOR TO THE RENTAL IF ALCOHOL WILL BE PRESENT AT THE RENTAL. FAILURE TO NOTIFY CENTER CHAPEL OF THE PRESENCE OF ALCOHOL PRIOR TO THE RENTAL WILL RESULT IN THE FORFEITURE OF THE DAMAGE DEPOSIT.

WILL ALCOHOL BE PRESENT DURING THE RENTAL: YES _____ **NO** _____

- ALL LAWS OF THE STATE OF IOWA REGARDING CONSUMPTION OF ALCOHOL WILL BE STRICTLY OBSERVED. VIOLATION OF STATE CODE WITH REGARD TO ALCOHOL CONSUMPTION WILL RESULT IN EXPULSION FROM THE GROUNDS, REVOCATION OF RENTAL PRIVILEGES AND FORFEITURE OF DEPOSIT.
- IF CLEAN UP BY CENTER CHAPEL IS REQUIRED, IT WILL BE CHARGED AGAINST, BUT NOT LIMITED BY, THE DAMAGE DEPOSIT AT A RATE OF \$50 PER HOUR, MINIMUM CHARGE OF ONE HOUR, AND SUBSEQUENT CHARGES IN WHOLE HOUR INCREMENTS.
- DAMAGES WILL BE ASSESSED AS STATED IN THE RENTAL POLICY.

FEES:

1/2 DAY _____ **\$250.00**

FULL DAY _____ **\$500.00**

WEDDING _____ **\$600.00**

DAMAGE DEPOSIT _____ **\$150.00 NON ALCOHOL** _____ **\$300.00 ALCOHOL**

TOTAL _____

RENTER _____ **DATE** _____

CENTER CHAPEL REP. _____ **DATE** _____

Reviewed and updated 04/13/26.

Reviewed and updated 06/14/26.