



710 West Broadway, Minneapolis, MN 55411

## SCC Memorandum of Understanding

SCC views our buildings as Kingdom resources. They are community assets that we desire to use in a missional manner. To preserve these assets, we ask that the “BOOKING PARTY” to read thoroughly over this Memorandum of Understanding.

The below Memorandum of Understanding, for non-SCC events, outlines the roles, responsibilities, and commitments required by any “BOOKING PARTY” seeking to utilize meeting space at The Sanctuary Commons.

**Fees:** It is our desire to make our space an accessible, affordable community resource. However, we do have facility and administrative costs, especially for hours outside of the work week. Fees are for one time use of the space. If fees present a financial obstacle, please let us know and we can discuss options.

If your organization would like regular use of space we would have to develop a written contract or lease.

**Final Invoice:** An invoice will be issued and sent to the “BOOKING PARTY” in your confirmation email. All charges are due upon receipt of the invoice. Checks should be made payable to Sanctuary Covenant Church and sent to 710 W. Broadway address.

### ROLE AND RESPONSIBILITIES:

#### Space Set-Up & Tear-Down:

- All rooms have been designated with a standard room setup and must be returned to that standard after each event. A diagram of room available upon request.
- SCC staff WILL NOT be responsible for rearranging room layout or putting room back to original state.
- It is the responsibility of the “BOOKING PARTY” to arrive 30 minutes (or more) prior to the event/meeting time to set-up space as desired.
- In final tear-down all tables should be cleaned off and all event decor removed.
- If an outside rental service is required for the use of space then the “BOOKING PARTY” is responsible for setting-up and tearing-down of the additional rentals as well. An SCC “preferred vendor” list will be provided for all rental needs. See SCC staff for estimated rental costs and delivery/pick-up process.

## **ROLE AND RESPONSIBILITIES CONTINUED:**

### **Food and Beverages:**

- SCC staff WILL NOT be responsible for providing food/beverage/paper goods and/or service.
- The “BOOKING PARTY” is responsible for cleaning tables and discarding remaining food, beverages and/or containers and any other items used during the event in the trash containers. SCC staff WILL NOT be responsible for cleaning the meeting room.
- If there are spills, the “BOOKING PARTY” must remediate the spill to the best of its ability by using the provided cleaning caddy and report the spill to the Director of Operations of SCC.

### **Audio Visual:**

- It is the responsibility of the “BOOKING PARTY” to bring necessary computer equipment (laptop).
- SCC does not have a technical team staff on site and therefore any complex technical assistance must be reserved in advance.
- SCC staff WILL NOT be responsible for making copies or providing any office supplies.
- If auditorium sound/lights/media are needed for your event you will be charged for an SCC approved Sound Technician at (\$30 hr).

### **Parking:** You may use the following areas:

- SCC front parking lot, western side of the SCC/Merwin parking lot, SCC/Merwin back parking lot, and street parking.
- On Sundays, the 800 West Broadway lot to the west of SCC Gather Place is available.

### **Safety & Security:**

- The “BOOKING PARTY” is responsible for letting all guests in and out of the building. The doors are to stay locked. Do not PROP open any doors. **We strongly recommend that only the main doors on the Southwest corner of the building be opened for entry.**

### **Smoking Policy:**

- In accordance with the Minnesota Clean Indoor Air Act, smoking is not allowed inside the building. Smokers should be at least 25 feet away from any entrance or exit door of the building.

### **Animals:**

- No animals are allowed in the building with the exception of certified service animals.

## **ROLE AND RESPONSIBILITIES CONTINUED:**

### **Building Damage:**

- All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in the use of any SCC property to prevent defacement, damage, or breakage. The “BOOKING PARTY” signing this memorandum shall be responsible for paying costs incurred by SCC in cleaning, repairing, or replacing any part of the building, its furnishings, and equipment that has been carelessly or irresponsibly used beyond normal wear and tear. If such damage occurs, the “BOOKING PARTY” should notify SCC staff right away.
- For protection of both parties, SCC requires proof of insurance from the “BOOKING PARTY” in order to lease space. A insurance rider must be received 7 days prior to the event..

### **Building Entry and Exit:**

(Current SCC building hours are **Monday through Friday from 9am to 4pm**)

- **Entry:** If an event is during business hours an SCC staff will allow the “BOOKING PARTY” access to the building prior to the event at an arranged time. If the event is after business hours, or on a weekend, the “BOOKING PARTY” will be issued a key fob. Arrangements for fob pick up must be planned the week of and picked up during business hours. The fob will give access to the Gathering Place and disarm the alarm.
- **Exit:** Once the event is over the key fob should be dropped off at the lockbox in the lobby. See fob for further directions. The “BOOKING PARTY” must exit the building by 9 pm sharp (unless given permission otherwise).

**AGREEMENT:**

The “BOOKING PARTY” agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the SCC facilities.

**FOR LARGE EVENTS (over 100 people):** The “BOOKING PARTY” promises and warrants that it carries liability insurance. Upon request, the “BOOKING PARTY” will provide a Certificate of Insurance naming Sanctuary Covenant Church as an additional insured for liability for the dates they will be using your facility.

- Minimum \$1,000,000/Occurrence liability limit
- Minimum \$5,000 Med Pay limit
- Minimum \$100,000 Damage to Property of Others limit

Each of the “BOOKING PARTY” and SCC agrees to be responsible for its own wrongful or negligent acts or omissions or those of its officers, agents, or employees arising in any way out of this Agreement to the extent permitted by law including any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using SCC premises, its entrances and exits, and surrounding areas.

We, the “**BOOKING PARTY**” have read and agree to this Memorandum of Understanding. Further, we have reviewed the proposed request and agree to the conditions set before us.

**Signer’s Name** \_\_\_\_\_

**Position (title)** \_\_\_\_\_

**Date:** \_\_\_\_\_ **day of** \_\_\_\_\_  
*day month year*