

IMMANUEL CENTER (IC)

Owned and Operated
by
Immanuel Mar Thoma Church (IMTC)
Stafford, Texas



Abstract of Facility Policies, Guidelines, & Fees

DOCUMENT NO. 2
(For Public / External Circulation)

Updated: June 25, 2016

IMTC reserves the right to make changes to this document "Abstract of Policies, Guidelines & Fees", at any time without any notice to any lessee who signed the contract for lease already for usage of the facility or without any notice to an applicant who has filed an Application for approval for the usage both prior to approval or after approval by FMC.

Subscribed by the General Body of Immanuel Mar Thoma Church Stafford, Texas
IMMANUEL CENTER (IC)

ABSTRACT OF POLICIES, GUIDELINES & FEES

Document No: 2 (Public/External Use)

WELCOME

Immanuel Center makes its facility and grounds available to its members and outside individuals/groups/organizations as part of its community outreach programs. Any use of the facility must be under the Facility Management Policy Manual and all areas of the facility must be used with proper respect as Lessee, its agents, contractors, employee, invitees and guests since it is part of the House of the Lord used as a religious worshiping facility in accordance with the faith and practices of the Malankara Mar Thoma Church Syrian Church.

INSTRUCTIONS

Please submit a completed and signed application form along with a check for the appropriate reservation deposit amount payable to “**Immanuel Center**” as a security deposit to the Church office either in person or by mail to the attention of Facility Administrator. All requests for facility will be reviewed by the Facility Management Committee (FMC). The FMC meets once a week as needed to review all requests for events. Once reviewed, the applicant will be informed of the status of the request and all setup fees and other charges assessed for the usage of the facility and services. The signed agreement along with 50% of the usage fee and other fees must be paid within 7 days of approval. The balance fees must be paid within 30 / 7/ 1 day/s, whichever occurs first, to the event date.

**APPLICANT WILL BE NOTIFIED OF APPROVAL OR NON-APPROVAL
BY E-MAIL, PHONE, OR POSTAL MAIL.**

FACILITY USAGE & APPLICATION AGREEMENT FORM:

All applicants must fill out and sign the attached Facility Usage Application Form and should pay the deposit in order to determine eligibility to reserve and confirm with the Facility management committee on the event date availability.

- Complete and submit a signed Facility Use Agreement application form.
- The Reservation Deposit must be given along with the signed application.
- A Review does not constitute guarantee of eligibility or availability of the facility
- FMC reserves the right to deny usage to any organization and/or groups or individuals without assigning any specific reasons.
- If FMC denies any request for usage the same should be approved by the Executive Committee of the Church.

Availability of Application Form and Agreement Submission:

- **Website:** www.immanuelcenter.com
- **Office - (by appt. only)** and may be dropped off or mailed to the following address:
 - Immanuel Center - 12801 Sugar Ridge Blvd., Stafford, TX 77477
- **Email:** immanuelcenterhouston@gmail.com

Reservation

A reservation is confirmed ONLY after the FMC has received the following:

- The FMC has reviewed the Facility Usage Application Form
- Approved the eligibility of the lessee and event
- There are no scheduled conflicts with the requested date for the event
- Provided proof of Liability Insurance if required by FMC
- Payment of the Reservation Deposit

Reservation Deposit:

- \$ 1000 Reservation Deposit for Auditorium
- \$ 100 Reservation Deposit for Fellowship Hall
- \$ 100 Reservation Deposit for ten (10) Classrooms

Building Usage Fees

The Usage Fee for hosting any events in the IC facility is as follows:

Auditorium

The usage area of the auditorium is approximately 8,000 (+/-) SF. The maximum occupancy is 1,000 persons for Theatrical style seating and 600 persons for Banquet style seating.

The use of the auditorium and services are subject to the following conditions:

- Mandatory onsite Premise Security.
- Sound, Video and/or Lighting Technician charges may be additional.

- IMTC shall not be held liable for any payment (in part or full) with regard to the negotiated contract between building Lessor & outside contractors, service providers or suppliers.
- Banquet tables and/or chairs are inclusive.

Usage Fee: (Daily Rate includes 12 hours / 4 hours (IMC members only) on any calendar day. For any usage of the facility beyond the allotted time per the contract, an additional flat rate of \$200/hr. will be charged over the daily rate.)

- BANQUET STYLE SEATING : \$3,000 Daily Rate
- THEATRICAL STYLE SEATING : \$2,500 Daily Rate
- IMTC MEMBER ONLY : \$1,000* (4-hour usage only)
 - This does not include wedding or ticketed programs
 - Audio/Video equipment fee is not included in the above mentioned price
 - This does not include wedding or ticketed programs

Fellowship Hall

The usage area of the Fellowship Hall is about 1,500 (+/-) SF. The maximum occupancy is about 150 persons (stack chair).

The use of the Fellowship Hall and services are subject to the following conditions:

FMC Approved Sound, Video, & Lighting Technician;

- Sound, Video and/or Lighting Technician charges may be additional;
- Banquet tables and/or chairs are inclusive.

Usage Fee: (Daily Rate = 12 hours on any calendar day)

- NON-MEMBERS: \$ 500 + \$ 250 setup fee
- IMTC-MEMBERS: \$ 350 + \$150 setup fee
- \$ 50 per hour rate will be applicable for additional hours

Classrooms

Available ten (10) & each classroom can hold about 15-20 persons.

Usage Fee

- \$ 50 per four (4) hour incremental rate per classroom
- \$ 10 per hour rate will be applicable for additional hours

Audio, Video, Lighting, Dance Floor

Rate is established per 6-hour increment

- \$1300 – Audio, Projection System & Technician
- \$600 – Theatrical Lighting & Technician
- \$500 – Projection System (optional), (\$250 – IMC Members)

- \$800 – Dance Floor rate is per event (not 6-hour increment)
- \$150 – Portable Sound System (No Charge to IMC Members)

Premise Security Fee – (MANDATORY) for the use of the auditorium

- Armed Security Officer(s)
- \$ 250 - Minimum 5 hours
- Additional hours will be at a rate of \$50.00 per hour

Setup Fee – (MANDATORY)

- \$500 – per event - Auditorium
- \$250 – per event (NON-MEMBERS) - Fellowship Hall
- \$150 – per event (IMTC-MEMBERS) - Fellowship Hall
- \$20 – per event/classroom (not to exceed \$100) - Classrooms

Food/Snacks Sales – Service Fee for selling food for each event

- \$ 100 – per day/per event

Payment

Full payment of the Usage Fee and Setup Fee must be received upon signing contract or no later than thirty (30) calendar days or seven days or at least one day, whichever occurs first, before the event date. In any case if the full payment has not been received by the FMC, at least one day prior to the event, the reservation/booking will be automatically canceled and all due refund will be determined as outlined in this document “Abstract of Facility Policies, Guidelines, & Fees: Section I – Cancellation Policy”.

Cancellation Policy

Refund/non-refund due to cancellation or postponing will be as follows:

1. FULL REFUND of the Reservation Deposit – if the applicant cancels the agreement within three (3) calendar days after the contract was signed.
2. FULL REFUND of the /Setup Fee – if the applicant cancels anytime up to three (3) calendar day before the date of the scheduled event.
3. NO REFUND of the Reservation Deposit – if the applicant cancels after three (3) calendar days from the date the contract was signed.
4. NO REFUND of the Reservation Deposit and the Usage Fee – if the applicant cancels during thirty (30) calendar days prior to the date of the scheduled event.
5. Force Majeure REFUND – all Force Majeure refunds will be reviewed on case by case basis by the Vicar and FMC subject to the approval of the IMTC-EC.

6. **POSTPONMENT** – if applicant postpones a scheduled event within fifteen (15) calendar days from the date the contract was signed, the Reservation Deposit and facility usage fee if paid already will be applied towards the new available date. In the event where there are no other possible dates available and/or the user decides to use another venue to host the program/event, then the request for postponing event will be considered as a request for cancellation of the event. In such an event the deposit fee will not be refunded, but the usage fee will be refunded if paid already.

Governing Rules: (Abstract from Facility Management Policy Manual)

By signing the agreement, the applicant has acknowledged that he/she has read and understood contents of the same and agreed to adhere to the I Center Facility Policies, Guidelines, and Fees.

1. All users of the facility building and/or grounds must comply with the “I Center Facility Management Policy Manual” and take all reasonable measures to ensure the security of the guests, the building, and the facility grounds.
2. Approval of the use of the grounds and facility does not constitute or imply endorsement of a group, their mission, or their views in any matters by the IMTC
3. Groups and/or individuals approved to use the facility must not advertise the event in such manner as to imply endorsement by the IMTC. No activities or advocacy may take place within our buildings or grounds that conflict with the constitution, bylaws, faith and practices of the Mar Thoma Church.
4. Determination of compatibility and level of risk will be the responsibility of the FMC.
5. Non-discrimination – Groups or individuals approved for the use of the facility shall not prohibit attendance to the events or programs based on nationality, religion, race, sex, creed, social class, age, or disability.
6. Safety (Alcohol, Tobacco, Firearms, Drugs)
 - Smoking is not permitted inside or outside the building or anywhere on facility property at any time.
 - Firearms (loaded or unloaded) are not permitted inside or outside the building or anywhere on facility property at any time.
 - Illegal narcotics, drugs or other substances are not permitted inside or outside the building or anywhere on facility property at any time.
 - Minors using the facilities must be accompanied by appropriate adult chaperones that shall be responsible for the actions of the minors. A minor as defined in this policy will be anyone under the age of eighteen (18).
7. **Alcoholic Beverages** – Under no circumstances shall the lessee, its employees, agents, contractors, guests or attendees bring, serve or sell alcoholic beverages both inside and outside of the building or on facility property.

- Serving of wine or champagne is allowed only specifically for ceremonial toast as part of a wedding reception in the facility. The lessee must inform and should provide a sample unopened bottle for inspection by the FMC to decide its alcoholic content if they are serving any wine or champagne under this exception during their wedding reception event. In no other functions or events serving of wine or champagne is allowed even as ceremonial toast. The alcoholic content in the wine and champagne should be less than 5% and usage of any wine or champagne with more than the permitted percentage of alcoholic content is strictly prohibited in the facility and premises.
- Facility premises are inclusive of all the buildings within the surveyed boundary lines designated as church property.
- Violations of alcoholic beverages rules will result in the expelling of every violator from the premises of the facility compound and all cost for damages incurred will be paid by the violator or lessee.

8. Liability:

- Non-IMTC members and any group or individuals or families or organization (Lessee) using the facility shall hold harmless and indemnify IMTC from and against any and all liability which may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person using the facility as a guest or attendee in connection with the meeting/event.
- IMTC does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators, or others who may participate in any activities or event sponsored on IMTC facility and/or its grounds.
- In consideration of the use of the facility and participation in said activities or events, the individual, group, organization, business, or its guests or attendees or spectators, or others, does hereby release and forever discharge IMTC and its officers, board, and members, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss, or injury, which hereafter may be sustained by participating in the activities and/or event(s).
- The release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist both present and future. The release from the lessee shall not extend to any claims, demands, and damages due or made by any state, federal, local, governments which are known or unknown to exist at this time.
- By signing the “**Immanuel Center (IC) – Facility Usage Application Form**” the lessee acknowledges and agrees to the liability clause stated above.

9. Damages:

- Lessee shall reimburse to the FMC any damages caused to the building, any property in the building and/or grounds, parking lot resulting directly or indirectly from the event or conduct of any member, officer, employee, agent or guest of the Lessee or its invitees upon demand.

10. Restrictions of Use:

- Other than public access ways, corridors, washrooms, etc, lessee shall restrict their use of the building to those rooms and facilities detailed in the “Contract for Lease & Application Form”. Use of rooms or facilities not specified in the “Contract for Lease & Application Form” is not permitted by lessee or its agents, employees, guest, or attendees and such unauthorized use may result in forfeiture of lessee’s security deposit.
- Access to the kitchen will be limited to incidental use (i.e. preparation of tea, coffee, and serving of other refreshments), unless specifically detailed in the “Contract for Lease & Application Form”.

11. Facility Conditions:

- The building, rooms and facilities are to be returned to their original (pre-rental) state after use by the Lessee. Failure to return the facility to its original state will result in forfeiture of the security deposit. The FMC reserves the right to inspect the facility and the property inside in order to decide any damages caused due to the event and such damages will be noted in the walk –thru check list.
- No chairs, tables, musical instruments, furniture or other moveable items or equipment are to be removed within or from any room within the facility without the express prior written approval of the FMC.
- Lessee should expect to find the facility space clean upon arrival and are required to leave it as found. A complete walk-thru of the facility must be done with the FMC one hour before the event start time and the item check list shall be signed by the FMC and the lessee.
- Users may not disfigure the facilities in any way, including but not limited to putting nails into walls, disfiguring the paint or structure of the building, affixing or removing anything from the walls or doors of the facility both inside and outside. No tape or any other adhesive materials may be used on the walls to attaché anything to walls.
- The AVLS (Audio-Video-Lighting-Stage) systems in the I Center are not to be used unless its inclusion is specifically identified in the “Contract for Lease & Application Form” and the specified fee is paid.
- All advertising, signs must be pre-approved and may not be used, posted or hung on facility property without permission from the FMC.
- No advertisements or signs or banners shall be used inside the sanctuary at any time.
- Lessee may not adjust thermostats and should contact the FMC in the event the temperature in any part of the facility requires adjusting.
- All trash, garbage must be put into garbage receptacles, rooms cleaned up, and materials put up neatly back where they were kept.
- All lights, stoves, electrical equipment must be turned off and/or unplugged before leaving the facility after the completion of the event or programs.
- Information regarding damages to facility or property, including broken furniture must be reported immediately to the FA.
- No video or audio recording will be allowed inside the facility without prior written permission of the FMC.

Facility Floor Plan & Contact Details

A facility floor plan is attached along with this for planning events by applicants/Lessees. Should you have any questions, please contact the following personnel.

Contact Name	Designation	Contact Number	Contact Email
Thomas Varghese	Facility Administrator & Scheduler	281.701.5455	thomasvarghese123@yahoo.com
Mathew P Varghese	Facility Manager	832.771.4723	wilsonw9999@gmail.com
Aby Pappachen	Facility Manager	281.900.5467	abypappa@yahoo.com

Note: If there arises any conflict between this document “Abstract of Facility Policies, Guidelines, & Fees” with that of the policies and guidelines described in the Facility Management Policy Manual, the latter shall prevail. If there are no provisions for any matters for facilitating the lease, administration, or management of the facility, the decisions of the FMC or IMTC shall be binding on the applicant/Lessee.

IMMANUEL CENTER (IC)

FACILITY USAGE APPLICATION FORM

LEASING ORGANIZATION / INDIVIDUAL INFORMATION

Name of Organization and/or Person							
Address							
City			Zip				
Contact Person (Name & Title)							
Phone		Alt Phone		Fax			
Email		Email					

BUILDING USAGE INFORMATION (Provide description of the event)

EVENT DETAILS

Event Date (dd-mmm-yy)		S	M	T	W	T	F	S			
Rehearsal Date (dd-mmm-yy)		S	M	T	W	T	F	S			
Estimated Number of participants:	For Event					For Rehearsal					
Optional Date (dd-mmm-yy)		S	M	T	W	T	F	S			

Agreement

By signing this application form, I agree that I have received the “Abstract of Facility Policies, Guidelines & Fees – Document No. 2” and do agree to abide by the governing rules established by this document. All uses of Immanuel Center shall be permitted only after proper execution of a formal “Contract for Lease – Document No. 3” has been signed.

Signature of the Applicant

Date

Name of the Applicant

Title / Position of Applicant

FACILITY CHECKLIST

(Review of this application will be done ONLY upon completion & submittal of this checklist)

Facility Area(s)	Access/Setup Start Time	End Time	Remarks
Auditorium			
Fellowship Hall			
Classrooms			
Kitchen			
Parking Lot			
Grounds for Outdoor Use (Children's play area, etc.)			
Audio – Video – Lighting			
❖ Podium Mic/s ❖ Stage Mic/s ❖ Countryman Mic/s ❖ Wireless Mic/s ❖ Choir Mic/s ❖ Floor Monitors ❖ Instrument Monitors ❖ Portable System			Tech Name/ Fees (If applicable)
❖ Screen Right ❖ Screen Left			Tech Name/ Fees (If applicable)
❖ House Lights ❖ Chandeliers ❖ Wall Sconces ❖ Stage Light			Tech Name/ Fees (If applicable)
FURNITURE			
RECEPTION	72-in Round Tables		QTY:
	Chairs		QTY:
PROGRAM	6-ft Rectangle Tables		QTY:
	Chairs		QTY:

FOR FMC USE ONLY – RECORD OF NOTES

Application Received: Date & Time: _____

Received by (Signature): _____

Received by (Name): _____

Payment Details & Notes:

ITEM	AMOUNT	DATE	DESCRIPTION
Total Contract Amount			
Deposit Paid			
Balance Due			