

New Life Ministries, COGIC

Divine Banquets

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Rental Hall & Sanctuary Rules & Regulations

The following rules and regulations apply to all hall and sanctuary rentals

1. Hall rental includes use of the Hall, specifically designated areas, lavatories, the kitchen, microwave, and refrigerator. Hall rental does **not** include use of the stovetop or oven.
2. Sanctuary rental includes use of the upper and lower levels (capacity is 300) and the audio system (microphones/speakers only). New Life is not responsible for the quality of its technical equipment on the day of your event. A sound engineer is available for an additional fee.
3. Smoking is not allowed inside or within 50 feet of the facility.
4. Alcoholic beverages are not permitted inside or within 50 feet of the facility.
5. Vendors/Renters may use sinks to dispose of water-based organic liquids and food juices only (no oils). There are no garbage disposals.
6. All garbage must be bagged, removed from the building, and placed in the garbage dumpsters located outside the building. Renter must make sure hall is clean before leaving the area. If the hall is not cleaned to the satisfaction of New Life, an appropriate amount will be deducted from damage/cleaning deposit. Garbage bags will be provided.
7. All Decorations must be approved by the New Life staff at least 5 days **prior** to the event.
8. No tape (exception Shurtape), nails or staples can be used on building surfaces. Wire, Floral wire, non-stick tape are allowed.
9. Only flameless candles are allowed. No rice, confetti, birdseed, potpourri, glitter or any substance of that nature may be used. Bubble machines are permitted outside only. Rose petals may be used for decorating purposes on tables only, and must be cleaned up entirely at the end of the event. However, flower petals may be used on the sanctuary floor if a floor runner is used.
10. **NEW LIFE RESERVES THE RIGHT TO REFUSE SERVICE TO ANY PERSON, ORGANIZATION, AND FOR ANY EVENT FOR ANY REASON WHATSOEVER.**