

# Facilities Rental Rates and Use Policies



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**Facilities Rental Rates** (2 hour minimum; time of use rent includes set-up & tear-down as necessary, up to one hour each)

| Room                                                                    | Hourly Rate<br>(Up to 6 Hours) | Maximum<br>Daily Rate |
|-------------------------------------------------------------------------|--------------------------------|-----------------------|
| Chapel – seats up to 275; capacity for tables with chairs set-up is 200 | \$75                           | \$450                 |
| Large Lecture Halls – seat up to 90                                     | \$65                           | \$390                 |
| Small Lecture Halls – seat up to 70                                     | \$50                           | \$300                 |
| Classrooms – seat up to 35-40                                           | \$30                           | \$180                 |
| Board Room (full board room/partitioned)                                | \$50/\$25                      | \$300/\$150           |
| Conference Rooms                                                        | \$25                           | \$150                 |

\* Rent will

**Technology Services Fees** (2 hour minimum)

| Room                            | Equipment Fee                                                                                                                                | Technician Fee                                                                                                                                       |
|---------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chapel                          | Audio only: \$50/hour; \$300/day<br>Video only: \$40/hour; \$200/day<br>Audio & video: \$70/hour; \$400/day (day rate applies after 6 hours) | \$55/hour (requires Seminary technician operation; the technician's time for the event will include an additional 30 min. each for set-up & wrap-up) |
| Lecture Halls                   | \$25/hour; \$60/day* (day rate applies after 3 hours)                                                                                        | \$55/hour if not during the help desk schedule noted below                                                                                           |
| Classrooms                      | \$20/hour; \$50/day* (day rate applies after 3 hours)                                                                                        | \$55/hour if not during the help desk schedule noted below                                                                                           |
| Board Room and conference rooms | \$20/hour; \$50/day* (day rate applies after 3 hours)                                                                                        | \$55/hour if not during the help desk schedule noted below                                                                                           |

\* Includes set-up by technician during help desk support hours if technician operation of equipment is not required. Help desk schedule during fall and spring semesters only: Mon.-Thurs. 8am-7pm; Fri. 8am-5pm; Sat. 7:30am-9:30am.

**Set Up Fees**

| Room                                           | Set Up Fees                                                                                                                                                       |
|------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Chapel                                         | Set-up & tear-down of up to 10 (5') round tables with 8 chairs/ table - \$125<br>Set-up & tear-down of more than 10 (5') round tables with 8 chairs/table - \$150 |
| Board Room                                     | Tear-down and any reset with Board Room furniture - \$100                                                                                                         |
| Lecture Halls, Classrooms and Conference Rooms | No set-up change is permitted.                                                                                                                                    |

## External Client Facilities Use Policy

The intent of this policy is to insure that: 1.) Use is consistent with the Mission and Core Commitments of Denver Seminary, in keeping with the Seminary's biblical doctrine; 2.) Use conforms to the intended purposes of the facilities (teaching, worship, meeting spaces, etc.) in order to properly steward and maintain the longevity and appearance of the campus; 3.) There is the maximum opportunity for the intended purpose of the external client's event to be achieved.

Use of Denver Seminary facilities by external clients shall be for purposes consistent with the Mission, Core Commitments and biblical doctrine of the Seminary. External clients and client usage not in alignment with Denver Seminary's Mission, values, and beliefs may be refused use of Seminary facilities.

Denver Seminary facilities available for external client rental use are as follows:

- Simpson Leadership Center: Chapel (including the servery); classrooms 100, 100A, 101, 102, 103, 106, 115, 116, 117, 118, 119, 120
- Graber Administration Center: Executive Board Room (including the servery); conference rooms 109, 236, 246
- Lewan Learning Resource Center: Library conference rooms

The following are not allowed as external client events: weddings, wedding receptions, funerals, memorial services, baptisms, Bar Mitzvahs/Bat Mitzvahs.

External clients are required to sign and comply with an Agreement for Use of Denver Seminary Facilities, which includes a statement of purpose for the event, fees and terms for the facilities and services being used, the requirement of a certificate of liability insurance, indemnification statements, etc.

External clients are required to provide Denver Seminary with a certificate of liability insurance for the use of its facilities. A certificate of liability insurance naming Denver Seminary as an “additional named insured” is required for long-term external clients, and a certificate listing Denver Seminary as a “certificate holder” for evidence of liability insurance is required for one-time or short-term external clients. If a short-term external client (an individual, for example) does not carry liability insurance, it may be deemed that the signing of the use agreement with the indemnification statements is sufficient, on a case by case basis.

- Long-term external clients are those using Seminary facilities four or more times in one year, according to the term of the use agreement. External clients using Seminary facilities less than four times in one year, according to the use agreement, are short-term clients.

Facilities use reservations may only be secured with the proper deposit. If the facilities used are left in satisfactory condition, deposits will be refunded by check within 10 business days. The deposit amount for short-term external clients is \$100 and \$500 for long-term clients.

Full payment of the facilities use rental fee, as well as provision of the certificate of liability insurance, must be provided by the external client within 10 business days of the scheduled event(s).

Cancellations of an event can be made up to two days prior to the event without penalty; cancellations made within two days of the event will result in forfeiture of the deposit.

Facilities are not generally available for external client use when the Seminary is closed for business during holidays or other occasions. Exceptions may be granted for a regular long-term client, such as a church, wanting to hold a Christmas Eve or Maundy Thursday service.

External client events in classrooms can be scheduled only as far in advance as the end of the current academic year classroom schedule. All external client events are subject to the prioritization of scheduling with Denver Seminary classes, ongoing programs, and events.

No alcoholic beverages are allowed at Denver Seminary campus events.

The use of candles at external client events is not allowed.