

## **AMERICAN CHURCH IN BERLIN CHURCH FACILITIES USAGE POLICY**

The facilities of ACB are generally available (in order of preference) to individuals who belong to the church, all organizations directly related to the congregation, non-members from other churches in the city, non-profit or profit making organizations providing:

1. There is no conflict with the basic Christian values of ACB and consistent with our good standing in the community.
2. There is no conflict with the ACB and Luther Gemeinde usage policy agreements.
3. There are no conflicts with scheduled events or meetings of any congregational groups.
4. The church office is contacted in writing 30 days in advance.
5. All dates are cleared with the Council or the Executive Committee (EC) and the ACB Office and the Pastor.
6. Permission has been granted in writing.
7. An agreement on the building usage restrictions as well as a service fee according to attached schedule has been confirmed in writing.

If the person(s) desiring to use the church display(s) an uncooperative attitude, in the judgment of the council or the EC with the Pastor, he or she shall be denied the use of the church.

### **BUILDING USAGE RESTRICTIONS**

#### **EVENT COORDINATOR(S)**

Every event must be accompanied by an Event Coordinator (ECo). The ECo is provided by ACB and must be approved by Council/EC. The ECo is the primary liaison with ACB at the time of the event and is responsible for building doors (unlocking and locking), toilet and bathroom supplies, coordinating with sound technicians, lighting, and general informational questions. If the event exceeds four hours and additional charge of 50 Euros will be assessed.

#### **USE OF THE SANCTUARY**

The church sanctuary shall be used primarily for worship services, weddings, baptisms, funerals, and such other services, concerts or programs which have as a significant purpose the conveying of the Christian message. Said use of the sanctuary must be cleared with the Church Council/CE and with the Pastor. The Church Council may consult the Worship and Music Committee on said use.

#### **CHURCH ORGAN**

The general policy is that the church organ will be limited to our appointed organist(s). Guest organists shall have the approval of the Worship and Music Committee. If the committee deems it necessary, it may require the guest organist to meet with the ACB organist at the church. The meeting's purpose is to assess the guest organist's competence and/ or to acquaint the person with the organ. The ACB organist may request a fee of 30€, the financial obligation shall be borne by the individual or organization requesting the guest organist.

**GRAND PIANO:** Usage must be requested in advance of usage and approved by the church office. Additional fees may apply.

**NO USE OF ALCOHOL IN THE CHURCH BUILDING.**

**NO SMOKING IN THE CHURCH BUILDING.**

**NO DOGS IN THE CHURCH BUILDING,** with the exception of seeing-eye dogs.

## GENERAL CARE

1. All furniture or acoustic equipment or other inventory of the church, which is used or moved during an event, will be returned to its original place at the time of entry to the facility.
2. The renter is required to inform ACB of any damages which may occur during the use of the building.

## SERVICE FEE SCHEDULE

The following charges will be assessed to the user at the discretion of the Council /EC with the Pastor:

Basic fees for:

1. building usage at 25 € per hour from door opening to door closing (**minimum charge of 100 €** or four hours usage),
2. heating if required at 400 € in advance, **mandatory** between the months of October 1st through March 31st.
3. A cleaning fee of 100 €.
4. A 50 € event coordinator fee, includes opening and closing of facility, monitoring bathrooms, kitchen, and coordination with lighting and technical equipment for the first 4 hours of the event. An additional 50 € fee is assessed for events exceeding 4 hours.
  - o **Total Fees:**
    - 250 € for four hours (without heating), 25 € for each subsequent hour, or
    - 650 € for four hours (with heating)

To reserve your date we require a 100€ advance within seven (7) days after the reservation. The balance of the rental **fees are to be paid by bank transfer at least 10 working days prior to the event.** The money should be transferred to:

Accountholder: American Church in Berlin e.V.

Commerzbank Account: **IBAN (SEPA) DE71 1004 0000 0261 2919 00**  
**(BIC) COBADEFFXXX.**

Ref./Verwendung: FACILITY USAGE + *DATE OF PLANNED RENTAL*

Additional fees\* schedules upon request for

(\*member and non-member/ non-profit and profit organization extra fees represent percentages of the event income and can vary according to profit margins the event incurs.)

### Technical/acoustic coordination

- Usage of the church technical equipment, including the sound system and any lighting equipment must be requested and approved in advance. Additional fees may apply if Council/EC or the Building Coordinator deems it necessary to provide technical support from ACB personnel.
- All technical and electrical equipment brought into the facility must be listed on the usage request document. Details such as voltage and wattage must be provided to enable the ACB Building Coordinator to determine if a device may be used without strain or damage to the electrical system in the building.

### Security Coordination (as deemed necessary by Council /EC with the Pastor)

Additional charges may apply if ACB provides additional personnel for safety and security reasons.

**PLEASE COMPLETE THE INFORMATION BELOW FOR YOUR RESERVATION:**

Name of organization: \_\_\_\_\_

Contact person/ renter: \_\_\_\_\_

Telephone number: \_\_\_\_\_

Date of planned event: \_\_\_\_\_

Type of event (i.e. concert, dinner...) \_\_\_\_\_

Time (include time to begin preparations/ clean-up): \_\_\_\_\_

Name of Event Coordinator (provided by ACB):  
\_\_\_\_\_

Special Requests:

Fee check list: (**Note: Minimum Fee is 500 € for first 4 hours or 900 € Oct. - March**)

- |  |                           |
|--|---------------------------|
| 1. Hours of usage (minimum of 4 at 75 € per hour): | <b>300 €</b> + _____ €    |
| 2. Heating per day (October through March):        | <b>(400.00 €)</b>         |
| 3. Cleaning fee per day:                           | <b>100.00 €</b>           |
| 4. Event coordinator fee 25 € (First 4 Hours)      | <b>100.00 €</b> + _____ € |
| 5. Other (Check list on page 4)                    | _____ €                   |
| 6. <b>Sub Total:</b>                               | _____ €                   |
| 7. <b>Total fees:</b>                              | _____ €                   |

*I have read and agree to the terms of usage as detailed in this document as well as in the event planning checklist provided by ACB. I understand that I will be held liable to ACB for any damages caused by not adhering to the terms of usage as well as damages caused by my own negligence or negligence of persons acting voluntarily or paid on behalf or in the interest of the renter (me or the organization I represent).*

*All fees and any special arrangements will be agreed to in advance and 100 € deposit will be required within seven days (7) of submitting this form to hold the requested date.*

**Signature of renter:** \_\_\_\_\_**Date Submitted:** \_\_\_\_\_ (day.month.year)

ACB Office: (Date received) \_\_\_\_\_

**Building Usage Additional Fees**

- \* Rental per hour (from door opening to door closing-minimum charge of 300 €): 75,- /hour
- Rental rehearsal at church (Monday-Saturday): 50% of basic rent \_\_\_\_\_ €

**Heating**

- \* 400,- /day (October through March on page 3)

**Personal**

- \* Cleaning (per day of use): 100,- (page 3)
- \* Coordinator: 25,- /hour (page 3)
- \* **Acoustic Coordinator 150,- /first 4 hours (afterwards 50,- /hour)** \_\_\_\_\_ €

**Sanctuary**

- \*Moving Altar: 50,- \_\_\_\_\_ €
- \*Moving Beamer & Screen: 25,- \_\_\_\_\_ €
- \*Moving Praise Band Equipment and staging: 200,- \_\_\_\_\_ €

**Further Offers**

- \*Usage sound system (short announcements): free
- \*Usage sound system (lectures, readings, concerts, discussions): 250,- /day \_\_\_\_\_ €
- \*Usage beamer & screen (3,60 x 2,70 m): 100,- /day \_\_\_\_\_ €
- \*Usage church organ (Organ concerts or something similar): 300,- /day \_\_\_\_\_ €
- \*Usage grand piano (without tuning): 100,- /day \_\_\_\_\_ €
- \*Usage of the band-equipment
  - E-Piano: 50,- /day \_\_\_\_\_ €
  - Drumset: 50,- /day \_\_\_\_\_ €
  - Amplifier: 25,- /day \_\_\_\_\_ €

---



---

**Sub Total (add to page 3 "Other")** \_\_\_\_\_ €

---



---

**Additional Rooms for Single Usage Rental**

- Usage upper choir room (max. 25 people): 80,-/ day \_\_\_\_\_ €
- Usage nursery room (max. 12 people): 50,-/ day \_\_\_\_\_ €
- Usage meeting room sanctuary (max. 12 people): 80,-/ day \_\_\_\_\_ €