

International Friendship Center

Facilities Use Policy

Your event is a special occasion, and we want this to be a great experience. For that reason, the following statements will govern the plans for your event at International Friendship Center (IFC).

The following policies are practical for all concerned and therefore no exceptions will be made to these provisions. All IFC property and facilities exist to honor God. Therefore, all use and occupancy of IFC shall be limited to events that uphold our By-laws, Statement of Faith, Core Values, and Mission Statement of ***International Friendship Ministries***.

IFM facilities will be utilized for ministry as a priority and may not be used by persons or groups holding, or advocating beliefs that conflict with Biblical principles, IFM's Statement of Faith, Core Values and Mission Statement.

IFM property cannot be used for purposes that contradict Biblical principles, or the Core values, and beliefs of International Friendship Ministries.

IFM property and facilities must only be used in a manner consisted to IFM's mission, message, written Statement of Faith, teaching, and policies.

The Executive Directors are the designated authority (in consultation with The IFM Board of Directors), regarding usage of the facility. By signing the facility usage agreement, the user acknowledges and agrees to use this process for request of usage without further recourse.

Renter Initials: _____

General Events Information

The Chapel and Activity Room 209 are utilized on Sunday, and Thursday evenings for regular ministries. All other use of the facility must be coordinated with IFC's Event Director and added to the master calendar.

Alcoholic beverages are strictly prohibited in IFM property.

Smoking in IFM facilities is strictly prohibited.

Animals are not permitted inside the building except for service animals.

When decorating for events, please consider carefully the process needed to clean up. Items not easily vacuumed such as glitter, confetti, wax candles, etc. may not be used in the facility. No nails, tacks, staples, glue, or tape leaving residue may be used to attach decorations to walls, woodwork, furniture, floors, or railings.

All decorations must be removed after the event and all trash must be put in the trash cans provided to avoid additional janitorial fees.

Tickets may not be sold for events without permission in writing from IFM.

Requestor accepts full responsibility of all facilities, furniture, and equipment to include use by coordinator, caterer or other outside third party utilized for the event by requestor for event. Furniture may not be moved without prior approval of IFM Staff.

Dates Availability

Once your event has been approved by IFM, you may then reserve the facility for your event and have it placed on the master calendar. It is important to note that the facility may not be available on the date you request due to an already scheduled event.

- Wedding/Event reservations are not generally available on Sundays due to the service schedule and other Sunday ministries.
- Wedding/Event reservations are not available during holiday weekends (Easter, Memorial Day, July 4th, Labor Day, and Thanksgiving).
- Weddings/Event cannot be scheduled after 7:00 pm.

After receiving approval, you must schedule an appointment with our Event Director. The ED provides valuable information in the use of our facilities and arranges for whatever assistance we can provide in making your event a memorable one.

Payments and Reservations

All fees for rental, setting and/or cleaning must be paid no later than ten (10) days prior to the event date. Make all checks payable **to International Friendship Ministries**. The Event Director will accept payments and provide receipts. If a check used to make a payment on your account is returned unpaid, you will be charged a fee of \$35.00 for each item returned.

Online payments may be made at www.ifmga.org/rentals

Reservation is not viable until completed application, facility usage agreement and payment have been received and approved by Event Director.

STARTING GENERAL FEES

Chapel.....	\$ 175.00
Ambassador Hall.....	\$ 780.00
Event Room 209.....	\$ 575.00
Kitchen.....	\$ 100.00
Bridal Suite.....	\$ 80.00
Garden	Please, check availability and fees with our Event Director

Please note that these are our **STARTING FEES**.

Prices may be different according to the needs for your specific events.

WEDDING/REHEARSAL DINNER/RECEPTIONS

Please visit www.ifmga.org/rentals-weddingpackages or contact our Event Director to receive more information about our Special Wedding Packages Fees and find the ones that are best for you and your need for this big day.

Please be aware that IFC does not provide catering, music, or decoration services. We do have a resources list that may be useful for, but you may also feel free to bring in your own vendors.

Decorations

- All decorations will be in keeping with the spiritual atmosphere of the Wedding.
- Drip cloths (clear plastic) must be placed beneath all candelabras for the protection of the carpets. This applies to “drip less” candles as well.
- Decorations and personal equipment must be removed from the facility by 10:00 PM the day of the wedding.
- Nails, pins or other sharp objects cannot be used to secure decorations to property.
- The use of rice or birdseeds is not permitted inside or outside the facility. Rose petals and bubbles are acceptable for outside use.
- IFM cannot be held responsible for any items not removed from the property.

Decorations and rehearsals must be done the same day of the event. Spaces are not available the day or night before the event date, unless you are willing pay an additional charge for the hours needed for this purpose.

Contact Information

If you have any questions or need clarification of anything contained in this document, please feel free to contact the Event Director at 706-653-0097 or kristy@ifmga.org.