

# 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 (Up to 6 Hours)	Maximum Daily Rate
Chapel – seats up to 275; capacity for round tables with chairs set-up is 140	\$75	\$450
Large Lecture Halls – seat up to 96	\$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

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

Room	Equipment Fee	Technician Fee
Chapel	Audio & video included in technician fee.	\$65/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	\$40/day	\$55/hour if not during the help desk schedule noted below
Classrooms	\$40/day	\$55/hour if not during the help desk schedule noted below
Board Room and conference rooms	\$40/day	\$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.

## Set Up Fees

Room	Set Up Fees
Chapel	Set-up & tear-down of up to 10 (5') round tables with 8 chairs/ table - \$125 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 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, 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, naming Denver Seminary as an “additional named insured” for the event.

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).

Cancellation 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.