

Victory International Church and HHMC Multi-Purpose Center Rental Policy

1. All rental arrangements must be secured through the He Heard My Cry Ministries, Inc Multi-Purpose Center administrator.
2. A \$150.00 deposit is required at the time reservation is made. The renter is responsible for reasonable clean up of the auditorium/gymnasium and kitchen after an event. If the renter wants tables or chairs set up please indicate the number on the application.
3. The rental fee balance is due 1 week prior to the rental date.
4. At least two weeks advance notice will be required for cancellation or a \$25.00 processing fee will be charged. Renter will receive \$125.00 instead of \$150.00 deposit. If the kitchen only is to be used the required deposit is \$75.00
5. Decorations are limited to items which are fire resistant and do not require affixing to the walls or doors with tacks, nail, glue, paste, etc. Clear tape will be permitted. Open flame candles are not permitted per City of Houston Fire Code.
6. Security is required for 50 people or more. We will provide the security at the rate of \$40.00 per hour. Certified security guards are used. This is added to the cost of the event.

Sanctuary	Rates
For Funerals	\$500
For Concerts	\$1,000
Video	Add \$150

MPC Auditorium	Rates
Banquets/Meetings	\$150 per hour
Gymnasium Only	\$75 per hour
Kitchen for Cooking	\$175
Classroom	\$60 per hour

He Heard My Cry Ministries, Inc. representatives reserve the right to **immediately** terminate a rental agreement in progress due to loudness, illegal drug use, profanity or actions deemed unbecoming to our corporation.

Clean-Up and Damage Agreement:

I the Undersigned understand the rented space is to be left in an acceptable condition, determined by the administrator.

Kitchen floor must be swept. No food particles should be left in sink, must be rinsed clean. Counter tops must be wiped clean. Stovetop and grill must be free of food particles.

If there are damages I and/or the organization will be liable for the amount of the damages. Renter may forfeit rights for future lease by not adhering to rental agreement or clean-up and damage agreement.

Renter

Date

Multi-Purpose Center Rules of Conduct:

1. Absolutely No Profanity
2. No Smoking or Alcohol Use
3. No Unruly Conduct
4. All Children Under The Age Of 12 Must Be Supervised By An Adult.
5. Gym Hours Are Subject To Change Due To Scheduled Events.

Fee, Deposit and Policy Agreement

Rental Deposit \$ _____ Total Rental Amount \$ _____

I agree to pay the balance amount of \$ _____
Balance (due no later than 1 week before event.)

I, the undersigned have received and read the policies regarding the use of the HHMCF Multi-Purpose Center and agree to their standards and requirements. I also understand that He Heard My Cry Ministries, Inc. will not be responsible for any accident or injury occurring to any members of the group or agency while using the facilities rented.

Renter

Multi-Purpose Center Administrator

Date

Date Approved

For Office Use Only:

Deposit Amount: _____

Payment #1 _____

Payment #2 _____

Payment #3 _____