

Facilities Rental Rates and Use Policies



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Facilities Rental Rates

Room	Hourly Rate (Up to 6 Hours)	Maximum Daily Rate
Chapel – Capacity with chairs up to 250; Capacity with tables and chairs 140	\$125	\$750
Large Lecture Halls – seats up to 96	\$85	\$500
Small Lecture Halls – seats up to 70	\$75	\$450
Classrooms – seats up to 35-40	\$50	\$300
Board Room (EBR 201/202)	\$75	\$450
Conference Room (SCCR 160)	\$50	\$300

Technology Services Fees (2 hour minimum)

Room	Equipment Fee	Technician Fee
Chapel, AV Booth	Audio, Video and Technician fee.	\$80/hour - requires seminary technician operation. (The technician's time for the event may include an additional 30 min. each for set-up & wrap-up.)
Lecture Halls	Technology currently in the room is included in the room rate.	\$55/hour if needed.
Classrooms	Technology currently in the room is included in the room rate.	\$55/hour if needed.
Board Room and Conference Rooms	Technology currently in the room is included in the room rate.	\$55/hour if needed.

Set Up Fees

Room	Set Up Fees
Chapel	Set-up & tear-down – Round Banquet or Rectangular Tables - \$200
Board Room	Set-up & tear-down – Rectangular Tables - \$100
Lecture Halls, Classrooms and Conference Rooms	No set-up change is permitted.

Additional Fees (as needed)

Security	\$50/hour
Custodial	\$25-50/hour

External Client Facilities Use Policy

The intent of this policy is to insure that:

- Use is consistent with the mission of Denver Seminary, keeping with the Seminary's Biblical doctrine.
- Use conforms to the intended purposes of the facilities to properly steward and maintain the longevity and appearance of the campus.
- Denver Seminary reserves the right to refuse events that may conflict with use, scheduling, conflict of interest or that may disrupt other events or school related activities.

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 Building: Executive Board Room (64); Conference Room 109 (10)
- Lewan Learning Resource Center: SCCR 160 (14)

The following are not permitted as external client events: weddings, wedding receptions, funerals, memorial services.

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, 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 uses 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; additional expenses may be incurred.

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.

The use of alcoholic beverages is not permitted at Denver Seminary campus events.

The use of candles or open flames are prohibited. Chafing dish fuel heaters are permitted but are required to be continuously monitored while active.

Tuning of the Grand Piano in the Chapel restricts it from being moved.