Apostle Henry Ross Sr Family Life Center - 1302 Martin Luther King Jr Ave, Lakeland, FL 33805
RENTAL INFORMATION

ROOM
- GYMNASIUM / LARGE MULTI-PURPOSE ROOM **(up to 350 people)**
- DINING HALL / SMALL MULTI-PURPOSE ROOM **(up to 45 people)**
- CONFERENCE ROOM / SMALL MULTI-PURPOSE ROOM **(up to 30 people)**
- COMMERCIAL KITCHEN **(up to 8 people)**. RIDERS INSURANCE REQUIRED.

RENTALS
2 HOUR MINIMUM <u>and</u> LIABILITY INSURANCE IS REQUIRED FOR GYMNASIUM AND
    KITCHEN RENTALS.

25% DEPOSIT REQUIRED TO RESERVE RENTAL SPACE. REMAINING BALANCE
    IS DUE WITHIN 14 BUSINESS DAYS PRIOR TO CONTRACTED DATE.
    IF REQUESTED CONTRACT DATE IS WITHIN 30 DAYS, THEN FULL
    PAYMENT IS DUE AT TIME OF BOOKING.

ALL ROOM RENTALS INCLUDE 2 HOURS SETUP TIME PRIOR TO EVENT START AND
    AND UP TO 4 HOURS FOR THE EVENT. TABLES AND CHAIRS ARE INCLUDED.
    (see additional charges below for fees charged for time in excess of these hours)

RENTAL OF GYMNASIUM FOR REPAST EVENTS ARE LIMITED TO 150 PEOPLE AND
    2 HOURS MAXIMUM.

BASED ON AVAILABILITY & SUBJECT TO SCHEDULE. NO RENTAL PAST MIDNIGHT.

FEES
BASE FEE …………………………………………………………… **See chart below**
UTILITY + LABOR FEE ……………………………………………………………**$45/hour****
    *** only applies once contracted hours are exceeded*
REFUNDABLE DAMAGE/RULE ENFORCEMENT FEE ………….. **See chart below**
    Refundable damage fee will be returned within 5 business days after event

	Base Fee	Refundable Damage Fee
Gymnasium	$ 2,500	$ 500
Gymnasium - Repast Only	$ 650	$ 150
Dining Hall	$ 250	$ 200
Conference Room	$ 150	$ 100
Kitchen	$ 350	$ 300

ADDITIONAL CHARGES

OVERTIME FEE…….. DEDUCTED FROM REFUNDABLE DAMAGE/RULE ENFORCEMENT FEE
CANCELATION FEE (WITH 60 DAYS NOTICE) …………………………………………… $150 FLAT FEE
CANCELATION FEE (LESS THAN 60 DAYS NOTICE) …………………….. 25% OF RENTAL FEE
SETUP IN EXCESS OF 2 HRS / EVENT IN EXCESS OF 4 HRS……………………………$45/HOUR

NOTES

ROOM ACCOMODATIONS CAN BE MADE BY CONTACTING STAFF. APPOINTMENTS ARE
RECOMMENDED BUT NOT REQUIRED TO VIEW THE FACILITY. REHEARSALS ARE NOT
INCLUDED. PLEASE CALL US AT (863) 686-7003 OR CONTACT US VIA WEB SITE AT
www.refugelakeland.com TO ENSURE THE ROOM YOU ARE INTERESTED IN IS AVAILABLE TO
VIEW.

*** PARKING LOT SECURITY SERVICES ARE AVAILABLE UPON REQUEST.

Revised 12/5/2022