



# FACILITY RENTAL AGREEMENT

## DETAILS REGARDING EVENT (Please Print)

Contact Name \_\_\_\_\_ Today's Date \_\_\_\_\_

Group Representing (if any) \_\_\_\_\_

Address \_\_\_\_\_ Email \_\_\_\_\_

Ph Number(s): Cell \_\_\_\_\_ Other (specify) \_\_\_\_\_

Description of Event: \_\_\_\_\_

Date of Event (1): \_\_\_\_\_ Time Frame: \_\_\_\_\_ to \_\_\_\_\_ # of people attending\* \_\_\_\_\_

Date of Event (2): \_\_\_\_\_ Time Frame: \_\_\_\_\_ to \_\_\_\_\_ # of people attending\* \_\_\_\_\_

*\*Renters expecting 100+ people must obtain General Liability Insurance of at least \$1,000,000 which Redeemer Evangelical Covenant Church (RECC) has listed as "additional insured" party. Doors will not be opened until and unless an official certificate of insurance is presented prior to the event.*

## RENTAL FEES

- Sanctuary (seats 400) \$100/hr
- Fellowship Hall & Kitchen\*\* (capacity 250) \$50/hr
- Classroom \$10/hr
- Wedding Package\* \$400

*\*Wedding Package includes the Sanctuary (seats 400), Conference Room, Fellowship Hall (capacity 250), Kitchen (tables and chairs) and 2 Classrooms. Rehearsal Day (3 hrs max), Wedding and Reception (6 hrs max). Additional fees may/may not include Redeemer Pastor, technicians, or musicians.*

*\*\*Fellowship Hall (capacity 250) with a fully working kitchen (microwaves, ovens, stoves, refrigerator, sinks), commercial coffee pots, multiple chairs and tables (10 6ft round, 6 8ft long, 24 6ft long). RENTER must bring their own consumable products. RENTER is also responsible for returning any/all tables and chairs they use.*

## FACILITY USE AGREEMENT

**Redeemer Evangelical Covenant Church (RECC)** reserves the right to refuse rental of building to organizations and persons who are not in sympathy with RECC's principles and values.

RENTER expecting 100+ people must obtain General Liability Insurance of at least \$1,000,000, which RECC has listed as "additional insured" party. Doors will not be opened until and unless an official certificate of insurance is presented prior to the event.

## TERMS AND CONDITIONS

NO SMOKING OR DRINKING (alcohol) on church property at any time.

NO FOOD OR BEVERAGES IN THE SANCTUARY. Any damage or replacement costs due to food or beverages will be the responsibility of the RENTER. Damage to church property caused by the RENTER, contractor, employee, or guest of the RENTER will be charged to the RENTER. It is strongly advised you alert all the aforementioned parties of this policy.

If using the kitchen, RENTER must bring their own supplies and consumables. RENTER is responsible for set-up and break-down of all tables and chairs they use (cont'd).

ALL decorations, staging, and equipment must be broken down and removed immediately following event. Only with prior permission can any personal or group property be left of the church premises.

ALL areas of the facility should be left as it was found (kitchen, bathrooms, etc.) The kitchen must be left clean, all garbage and recyclables removed from the building after every event. Upon passed inspection RENTER will be refunded their deposit. Upon any failed inspection RENTER will be notified.

## A FEW THINGS TO NOTE

- There is a wheelchair access to the main floor (through the fellowship hall) and bathrooms (but not to the lower-level classrooms).
- There is free wi-fi/internet service available (password posted on site)
- Reservations are generally made for a 6-hour time frame. This 6-hour timeframe includes set up and tear down. Anything over 6 hours doubles the rental fees.
- A refundable deposit is collected for all room rentals. The deposit is returned via check following the event and the facility is checked to be sure there is no damage or garbage left and all rules and regulations are followed.
- There are no limitations on what food you bring in or caterer you use, however, refrigerator and freezer space may be very limited.
- Payment can be made by cash, check, or money order.
- You may sign out a key to the facility upon signing the rental agreement.
- Room availability can typically be checked via the [MyRedeemer.com](http://MyRedeemer.com) website calendar.

*I have read and agree to abide by the terms and conditions of this agreement. I will keep and maintain the church property and RECC's good name in the condition as found; maintain the security of the property allowing no unauthorized person(s) to enter, use or remove the church property but to remove personal property when rental period is over.*

*I understand that any infraction of this agreement may result in loss of security deposit, denial of further use of the facility, and/or cancellation of this contract.*

Applicant: \_\_\_\_\_ Date: \_\_\_\_\_

Pastor: \_\_\_\_\_ Date: \_\_\_\_\_

## ----- OFFICE USE -----

Issue follow-up letter

**TOTAL RENTAL FEES \$ \_\_\_\_\_**

**SECURITY DEPOSIT \$ 200**

### **DUE UPON RECEIPT OF CONTRACT/RESERVATION OF FACILITY:**

**Security Deposit: \$200**

Date Received: \_\_\_\_\_ | Check # \_\_\_\_\_ (made payable to "Redeemer Evangelical Covenant Church") \_\_\_\_\_ Cash \_\_\_\_\_ Money Order

### **DUE 4 WEEKS PRIOR TO EVENT:**

**Rental Fees: \$ \_\_\_\_\_**

Date Received: \_\_\_\_\_ | Check # \_\_\_\_\_ (made payable to "Redeemer Evangelical Covenant Church") \_\_\_\_\_ Cash \_\_\_\_\_ Money Order

If applicable, copy of certificate of insurance is due at this time (file with rental agreement).

Connect with technicians, musicians, and/or pastor if these services are needed.

### **DUE 24-48 HOURS PRIOR TO EVENT:**

If applicable, key agreement should be signed at this time (file with rental agreement).

### **INSPECTION/NOTES FOLLOWING EVENT:**

Passed (security deposit refunded)     Failed (security deposit denied)

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