



# FACILITY RENTAL AGREEMENT

## EVENT DETAILS (please print)

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

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

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

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

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

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

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

Will you require services from our Pastor, Technicians, or Musicians for your event? Please explain. \_\_\_\_\_

OPTIONS	SECURITY DEPOSIT*	RENTAL FEE	CAPACITY**	DETAILS <i>Please refer to page 2 for additional details, terms, and conditions.</i>
Sanctuary	<b>\$200</b>	<b>\$100/hr</b>	<b>250</b>	Food/beverages are not permitted in the sanctuary. Additional fees apply if utilizing our staff, pastor, technicians, and/or musicians for your event.
Fellowship Hall & Kitchen	<b>\$100</b>	<b>\$50/hr</b>	<b>100</b>	Open area is approximately 32'x48'. Full-function kitchen includes microwave, stove, oven, sink, commercial coffee pots. Refrigerator space is extremely limited. Renter must bring their own consumables. Renter is also responsible for returning whatever tables and chairs they use. Chairs and tables include: 10-6ft round; 6-8ft long; 24-6ft long.
Wedding Package	<b>\$400</b>	<b>\$400</b>	---	Package includes use of sanctuary, adjacent conference room, fellowship hall and kitchen, and 2 lower-level classrooms. Also includes rehearsal day (3 hrs max), wedding and reception (6 hrs max). Additional fees apply if requesting our pastor, technicians, and/or musicians.
Classroom(s)	<b>\$20</b>	<b>\$10/hr</b>	---	All classrooms are on the lower level and are outfitted with tables and chairs. Nursery and children's center have restrooms. Food/beverages permitted only in the youth center.

**\* Any loss or damages to church property caused by the RENTER, or guest(s) of the RENTER, will be the responsibility of the RENTER. Damages exceeding the amount of the security deposit will be the responsibility of the RENTER and will be subsequently billed.**

**\*\* Renters expecting 100+ people must obtain a Certificate of 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 has been presented prior to the event.**

## TERMS AND CONDITIONS:

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

No smoking, alcohol, or drugs on church property at any time.

The consumption of food/beverages is only permitted in the fellowship hall, kitchen and youth center downstairs.

Any loss or damages to church property caused by the **RENTER**, or guest(s) of the **RENTER**, will be the responsibility of the **RENTER**. **Damages exceeding the amount of the security deposit will be the responsibility of the RENTER and will be subsequently billed.**

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.

All decorations and equipment must be removed immediately following event, unless given prior permission otherwise.

All areas of the facility should be left as it was found. The kitchen and bathrooms must be cleaned, and all garbage and recyclables removed from the building after every event. Only upon passed inspection will the **RENTER** be refunded their security deposit via check. If facility doesn't pass inspection **RENTER** will be notified.

Time reserved for set up, tear down and clean-up is part of the hourly rate.

## A FEW THINGS TO NOTE:

**A security deposit** is due **at time of reservation**; rental fees are due **4 weeks prior to event**.

**An access key** to the facility may be signed out **24-48 hours prior to your event**.

**Wheelchair access** is available via the fellowship hall as well as the lower lot area downstairs.

**Free, guest wi-fi** is available throughout the building (password: FollowJesus2). Please note that the signal is not strong in all part so the building so we cannot guarantee it's efficacy. If your event relies on wi-fi, please test it ahead of time.

There are no limitations on what food you bring in or caterer you use, however, refrigerator space is extremely limited.

Payments can be made by cash or check, payable to "Redeemer Covenant Church" with a note in the memo field.

Facility availability can often be checked via the [MyRedeemer.com](http://MyRedeemer.com) website calendar.

***I have carefully read and agree to abide by the terms and conditions of this agreement.***

***I will maintain the security of the facility, allowing no unauthorized person(s) to enter, use, abuse or remove church property. I will return/maintain the facility in the same it was found. I will uphold RCC's good name.***

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

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

Pastor/Chair Approval: \_\_\_\_\_ Date: \_\_\_\_\_

# Welcome!

Today's Date: \_\_\_\_\_

*Thank you for choosing Redeemer Covenant Church  
as the venue for your special event!*

- **Please note the date(s) you chose \_\_\_\_\_ (requested dates) will be held for you once the rental agreement is signed and your security deposit is paid. The deposit will be returned upon passed inspection.**
- **A balance of \$ \_\_\_\_\_ (rental fees) will be due by \_\_\_\_\_ (4 weeks prior to the event), along with a copy of your *Certificate of Liability*, if applicable. If additional services are needed (staff, technicians, musicians, pastor), please let us know and we will put you in touch with the appropriate individuals at this point in time.**
- **If you need to reserve an access key, we can issue you one by \_\_\_\_\_ (1 week prior to the event), using the enclosed key agreement. At such time we will arrange for you to retrieve a key and see if there is anything else you need.**

Attached is your copy of the rental agreement. If you have any questions or concerns, please don't hesitate to reach out. You can call the church office at (315) 457-8887; or feel free to call or text Redeemer's Office Assistant, Kathleen, any time at (315) 715-2154.

# OFFICE USE ONLY

- Check calendar for availability.
- Authorize contract (will Pastor or Church Chair).
- Issue packet copies to RENTER; obtain security deposit to hold reservation.

SECURITY DEPOSIT: *** DUE UPON RECEIPT OF CONTRACT TO HOLD RESERVATION ***				
FEE	DUE DATE	DATE RECEIVED	CASH OR CHECK #	NOTES

- Issue follow-up letter.
- If applicable, collect copy of Certificate of Liability from RENTER.
- If applicable, connect RENTER with staff, technicians, musicians, and/or pastor if these services are needed.

RENTAL FEE: *** DUE 4 WEEKS PRIOR TO EVENT ***				
FEE	DUE DATE	DATE RECEIVED	CASH OR CHECK #	NOTES

- If applicable, collect key agreement from RENTER and issue key.

FINAL FOLLOW UP: *** SUBSEQUENT TO EVENT ***	
INSPECTION PASS OR FAIL	NOTES

**Follow up with RENTER:**

- Collect borrowed key(s), if applicable.
- UPON PASSED INSPECTION:** Deposit returned with thank you letter.
- UPON FAILED INSPECTION:** Turn case over to Leadership Team for recourse in loss and/or damages incurred.

# KEY AGREEMENT

## (OPTIONAL)

Name (please print) \_\_\_\_\_ Today's Date \_\_\_\_\_

Address \_\_\_\_\_

Home Ph \_\_\_\_\_ Mobile Ph \_\_\_\_\_ Email \_\_\_\_\_

Purpose for key \_\_\_\_\_ Expected date of return \_\_\_\_\_

I, \_\_\_\_\_, as a **GUEST of Redeemer Covenant Church**,  
have been granted a level # \_\_\_\_\_ **key**, agreeing to the following terms:

I, \_\_\_\_\_, as a **STEWARD/MEMBER of Redeemer Covenant**,  
have been granted a level # \_\_\_\_\_ **key**, agreeing to the following terms:

**I will not make a duplicate of the key.**

**I will notify the church immediately if the key gets lost.**

**I will not allow others to borrow/use the key.**

**I will return the key in a timely manner.**

**I will exit the church responsibly, leaving things as I found them when I entered.**

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**SIGN OUT**

*date*

*key recipient signature*

*office signature*

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**SIGN IN**

*date*

*key returner signature*

*office signature*