**RENTAL AGREEMENT FOR CHURCH FACILITIES**

**DETAILS REGARDING THE EVENT**

CONTACT NAME       ORGANIZATION NAME

ADDRESS

HOME PHONE       WORK PHONE     CELL PHONE

EMAIL

DESCRIPTION OF THE EVENT

DATE(S) OF EVENT       START TIME       END TIME

**RENTAL FEES**

[x]  **SECURITY DEPOSIT $200.00** (DUE AT THE TIME OF SIGNING THE CONTRACT. DEPOSIT IS NON-REFUNDABLE, BUT MAY BE DEDUCTED FROM YOUR TOTAL RENTAL FEES PENDING A SATISFACTORY INSPECTION AND COMPLETION OF THE CONTRACT. THE DEPOSIT IS NON-REFUNDABLE DUE TO YOUR CANCELLATION OF THIS CONTACT.)

[ ]  **SANCTUARY $250** (PER 2 HOURS)

[ ]  **A/V** (OPERATED BY FACILITY USE TEAM ONLY) $75 (PER 2 HOURS)

[ ]  **SYNERGY ROOM $200** (3 HOURS) $50 (EACH ADDITIONAL HOUR)

[ ]  **KITCHEN $75** (PER 2 HOURS) $35 (EACH ADDITIONAL HOUR)

[ ]  **CLASSROOM/MULTIPURPOSE ROOM** $50 (3 HOURS) $20 (EACH ADDITIONAL HOUR)

[ ]  **WEDDING PACKAGE\*** $900 (6 HOUR MAX)

[ ]  **DECORATE AND SET-UP** (PRIOR TO REHEARSAL) $75 (3 HOURS) $35 (EACH ADDITIONAL HOUR)

[ ]  **SOUND TECHNICIAN** (OPERATED BY FACILITY USE TEAM ONLY) $75 (2 HOURS)

[ ]  **MUSICIAN $100** (2 HOURS) $50 (EACH ADDITIONAL HOUR)

[ ]  **PASTORAL SERVICES** (CONTACT ADMINISTRATION)

[ ]  SPECIAL RATE AGREED UPON BY RENTAL FACILITIES COORDINATOR WITH BOARD APPROVAL $

\*WEDDING PACKAGE INCLUDES SANCTUARY, SYNERGY ROOM, KITCHEN, AND REHEARSAL DAY (KITCHEN AND REHEARSAL TIME 3 HOUR MAX, $35 PER ADDITIONAL HOUR), WEDDING AND RECEPTION (6 HOUR MAX). ALSO INCLUDES A/V SERVICE AND USAGE OF TABLES AND FOLDING CHAIRS.

**PLEASE NOTE THIS DOES NOT INCLUDE THE PASTOR, MUSICIANS, OR SOUND TECHNICIAN FEES IF REQUIRED.**

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TOTAL RENTAL AGREEMENT AMOUNT $

**FACILITY USE AGREEMENT**

* GREAT COMMISSION COMMUNITY CHURCH RESERVES THE RIGHT TO REFUSE RENTAL OF BUDING TO ORGANIZATIONS AND PERSONS WHO ARE NOT IN SYMPATHY WITH GREAT COMMISSION COMMUNITY CHURCH’S PRINCIPLES AND VALUES.
* ALL DECORATIONS, STAGING, AND EQUIPENT MUST BE BROKEN DOWN AND REMOVED IMMEDIATELY FOLLOWING THE EVENT.
* RENTERS WHO EXPECT MORE THAN 50 PEOPLE MUST OBTAIN GENERAL LIABILITY INSURANCE OF AT LEAST $1,000,000.00 WHICH GREAT COMMISSION COMMUNITY CHURCH IS LISTED AS “ADDITIONAL INSURED PARTY.” YOU MUST PROVIDE THE CHURCH OFFICE WITH CERTIFICATE OF INSURANCE PRIOR TO THE EVENT. DOORS WILL NOT BE OPEN IF THE OFFICE DOES NOT RECEIVE THE CERTIFICATION.

**TERMS AND CONDITIONS**

* NO ALCOHOLIC BEVERAGES OR SMOKING ON CHURCH PROPERTY AT ANY TIME.
* NO FOOD OR BEVERAGES IN THE SANCTUARY. ANY DAMAGE, OR REPLACEMENT COSTS DUE TO FOOD OR BEVERAGE WILL BE THE RESPONSIBILITY OF THE RENTER. **RENTERS: PLEASE BE MINDFUL TO COMMUNICATE TO YOUR GUESTS THAT THERE IS TO BE NO FOOD OR DRINK ALLOWED IN THE SANCTUARY.**
* THE KITCHEN IS TO BE LEFT CLEAN- ALL GARBAGE AND RECYCLABLES ARE TO BE REMOVED FROM BUILDING IMMEDIATELY AFTER ANY FUNCTION.
* THE RENTER IS RESPONSIBLE FOR SETUP AND BREAK-DOWN FOR ALL TABLES AND CHAIRS USED AT FUNCTIONS. ALL FURNITURE SHALL BE PLACED BACK IN ITS ORIGINAL POSITION UNLESS PRIOR ARRANGEMENTS HAVE BEEN MADE.
* ANY PERSONAL OR GROUP PROPERTY LEFT ON THE CHURCH PREMISES SHALL BE AT YOUR OWN RISK AND ONLY WITH PRIOR PERSMISSION FROM THE FACILITY USE COMMITTEE.
* ALL AREAS OF THE FACILITY SHOULD BE LEFT AS IT WAS FOUND. KITCHEN, BATHROOMS, CLASSROOMS, ETC. AT THE CONCLUSION OF THE EVENT, THE RENTAL PARTY MUST SIGN A COMPLETED CLEAN UP CHECK LIST. THE DEPOSIT WILL BE REFUNDED AFTER THE INSPECTION OF THE FACILITY.

**DAMAGE ASSESSMENT**

DAMAGE TO THE CHURCH PROPERTY CAUSED BY THE RENTER, ANY CONTRACTOR, OR ANY EMPLOYEE IF THE RENTER, OR ANY PERSON ATTENDING THE EVENT FOR WHICH THE CHURCH WAS RENTED, WILL BE CHARGED TO THE RENTER.

**CONTRACT PAYMENT**

THE SECURITY DEPOSIT IS DUE AT THE TIME OF SIGNING THE CONTRACT. THE SECURITY DEPOSIT IS NON-REFUNDABLE DUE TO YOUR CANCELLATION, BUT MAY BE DEDUCTED FROM YOUR TOTAL AMOUNT PENDING A SATISFACTORY INSPECTION AND COMPLETION OF YOUR CONTRACT. **THE CONTRACT MUST BE PAID IN FULL 30 DAYS PRIOR TO YOUR EVENT.**

MY SIGNATURE SIGNIFIES THAT I HAVE READ AND AGREE TO ABIDE BY THE TERMS AND CONDITIONS OF THIS AGREEMENT INCLUDING ANY SUPPLEMENTARY AGREEMENTS(S) ATTACHED HERETO:

* TO KEEP AND MAINTAIN THE CHURCH PROPERTY AND GOOD NAME IN THE CONDITION IN WHICH I RECEIVED IT
* TO MAINTAIN THE SECURITY OF THE PREMISES AND ALL EQUIPMENT, FURNITURE, FIXTURES AND VALUABLES, ALLOWING NO UNAUTHORIZED PERSON(S) TO ENTER OR USE CHURCH PROPERTY NOR TO REMOVE ANY CHURCH PROPERTY
* TO REMOVE ANY PROPERTY BROUGHT INTO THE CHURCH WHEN THE RENTAL PERIOD IS OVER.

ANY INFRACTION OF THIS AGREEMENT MAY RESULT IN LOSS OF SECURITY DEPOSIT, DENIAL OF FURTHER USE OF THE CHURCH PREMISES, AND/OR CANCELLATION OF THIS CONTRACT.

**THIS CONTRACT IS APPROVED BY GREAT COMMISSION COMMUNITY CHURCH, INC.**

APPLICANT’S NAME PRINTED

APPLICANT’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE Click or tap to enter a date.

FACILILTY COORDINATOR’S NAME PRINTED

FACILITY COORDINATOR’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE Click or tap to enter a date.

SENIOR PASTOR’S NAME PRINTED

SENIOR PASTOR’S SIGNATURE \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

DATE Click or tap to enter a date.