



RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Contact Name: _____ Group Representing: _____

Address: _____

Home Phone: _____ Cell Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____ from _____ until _____
_____ from _____ until _____

Number of people attending _____ Age Group _____

RENTAL FEES:

- Member Gymnasium: \$200 (50% deposit returned after clean inspection of property.)
- Non- Member Gymnasium: \$500 (50% deposit returned after clean inspection of property.)
- Member Sanctuary: \$500 (100% deposit returned after clean inspection of property although donations are strongly encouraged.)
- Non-Member Sanctuary: \$1000 (50% deposit returned after clean inspection of property.)

FACILITY USE AGREEMENT:

- Kelloggsville Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Kelloggsville's principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.
- Any entertainment equipment used such as Tv's, Soundboards, speakers, Microphones, computers and lighting systems will be in serviceable condition when leased and will be returned in serviceable and orderly condition when contract has been rendered fulfilled.
- Usage of facilities for weddings, party's and or any event need to follow The Covenant of Christian Conduct as set up by the Church of the Nazarene Manual. See pages 46-61.

TERMS AND CONDITIONS:

- NO ALCHOLIC 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 of food in the sanctuary...let those attending your event know there is no food or drink allowed.
- The kitchen is to be left clean – all garbage and recyclables are to be removed from the building immediately after any function.
- The renter is responsible for set-up 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 permission from the Facilities 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 inspection of the facility.

We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement (s) attached hereto: to keep and maintain the church property and good name in the condition as found, 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 and to remove any church property and 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.

Approved by Kelloggsville Church of the Nazarene:

Applicant: _____ Date: _____

Pastor : _____ Date: _____

Supplementary Agreement:

1)Contact Person: _____ Phone: _____

2)Contact Person: _____ Phone: _____

Total Due: _____

1st Payment: _____ received on: _____ check no: _____

Please make rental fees payable to: “Kelloggsville Church of the Nazarene”. The balance of all fees is due no later than 4 weeks prior to your event unless otherwise agreed upon.

Balance Due on: _____

Received: _____ check no: _____

Kelloggsville Facilitator Signature: _____

Renter: _____

Notes: _____

Inspection (after event): _____

_____ initial(s): _____

POST INSPECTION CHECKLIST

All sound equipment and tv's are in working order.

All sinks, counters, mirrors, tables, chairs, doors, walls etc are clean.

All vinyl floors are swept and mopped.

Carpet is vacuumed.

All garbage cans are empty and lined with garbage bags.

No personal items have been left behind.

In the Kitchen area, burners and oven are off.

Lights are off.

All doors and windows are locked.

Please note any discrepancies and exact locations below and report those to Kelloggsville Church of the Nazarene.

Signature _____ Date _____