



AGREEMENT

Rental/Use of Facility and Property Policy

This agreement is made and entered into this ____ day of _____ by and between Christian Life Center, (“Church”) and _____ (The “Recipient”), under the following circumstances:

Whereas, the Recipient desires to rent and/or use the facilities of Christian Life Center for the _____ on _____ (date) from _____ and is willing to comply with the policy and guidelines outlined in the agreement.

Now, therefore, the Recipient hereto agrees to the following:

POLICY:

Church owned property or facilities can be used for personal benefit based on criteria set by the Church Board. This includes the rental of facilities and specified audio-visual only. Borrowing of any other assets is prohibited.

Specialized events will be determined on a case-by-case basis particularly the use of facilities during the months of Easter and Christmas. However, the following requirements must be met prior to any consideration to rent, loan, or use any church property or facility:

1. Ministry sponsored events will take first priority. There must be no conflicting dates, times, or resources with such events.
2. Weddings and receptions will be considered before other requests.
3. Requests will not be accepted less than 14 days prior to the event date.

Broken, damaged, missing items, or additional costs incurred for clean up and repair will be charged to the Recipient. The costs will be deducted from the security deposit. Should the costs exceed the deposit, the additional cost will be invoiced and must be paid in 14 days from the invoice postmark. If no damage or missing items are reported, the security deposit will be returned within 14 days after the event.

FACILITY GUIDELINES:

- ◆ There are no rentals permitted on Sundays, Wednesdays and Saturdays after 3 p.m.
- ◆ On site contact person must be present at all times.
- ◆ No church supplies are to be used.
- ◆ No advertisements are to be distributed in the parking lot areas.
- ◆ Alcohol and/or dancing are not prohibited on church premises.
- ◆ Christian Life Center is a smoke-free facility.
- ◆ Funerals, Weddings, and Wedding Receptions must be done by special request.
- ◆ Under no circumstances are children to be left unattended while on the Christian Life Center campus. Parents must accompany all children under the age of 13 at all times.
- ◆ In case of emergency during the event, please contact the custodian on call or available CLC staff.

FOOD AND DRINK:

- ◆ Kitchen facilities and equipment may be used for non-church events with prior approval only.
- ◆ No drinks with red or grape colored dye are permitted anywhere within our buildings (this includes punch, crème soda, kool aid, grape juice, etc.)
- ◆ Absolutely NO food or drink may be carried in any hallway or classroom without the proper lid or container.

DECORATIONS:

- ◆ Candles may be used only if contained in glass. The flame must not exceed the top of the container. All taper candles used must be drip-less.
- ◆ Small items such as confetti, glitter, etc. are not allowed in the building due to the difficulty in clean up.
- ◆ No nails, push pins, scotch tape or staples are to be used on any walls or furniture.
- ◆ Signs on exterior doors are allowed with prior approval from Facilities Management.

MAINTENANCE and UPKEEP:

- ◆ Custodians will provide set-up of tables, chairs, and equipment according to the detail on the Set up See Special Notes Diagram
- ◆ All decorations, table coverings, coffee, cups, etc. are the responsibility of person who has signed the Rental Agreement.

TECHNICAL:

- ◆ All technical needs such as portable sound system, microphones, tape players, TV's, VCR's, etc. must be requested through the Technical Coordinator and Technical Assistant.
- ◆ Sound/Technical needs are to be handled by Christian Life Center only. Individuals other than CLC staff are not permitted to run technical or sound equipment or provide assistance.

USAGE FEES:

Full amount of usage fees due at least 2 weeks prior to event date with Set up Diagram.

Fees:

Rooms 105/106,110/111, 409, 510	\$50
Rooms Deposit	\$50
Gym	\$150
Student Life Center	\$150
Gym/SLC Deposit	\$150
Kitchen (Daycare, Ministry Center)	\$50
Kitchen Deposit	\$50

*****Security deposit will be returned within 14 days of the event provided there is no damage reported.***

1. The Church will have sole discretion in determining what measures are necessary to promote the health and safety of the public at the event.
2. The Recipient acknowledges that the Church is not responsible for the event in any manner, and the Recipient will indemnify and hold harmless the Church, its agents and employees, against all claims, demands, damages, injuries, liability, cost and expenses, including attorney fees, that may arise or be incurred from or related to the event.

3. Any and all invoicing, payments or written communications provided for in the agreement will be delivered in person or by first class United States mail, postage prepaid, and addressed as follows:

Christian Life Center
C/O Facilities Management
3489 Little York Road
Dayton, OH 45414

4. This Agreement constitutes the entire agreement of the parties. It may only be amended by a writing signed by both parties.

Special Notes: The Fireside Room is used AS IS. We will remove the default centerpieces per our conversation. You will have access to the Main Building Kitchen for food preparation/storage for your event, there will be no cooking or use of our kitchen supplies. Please communicate on your invitations to enter Door #4. When you arrive to set up you will need to enter and sign in at Door #5. Please leave room the way you left it. Please remember to provide event start/end time in the space provided. If you need to cook or cater food in the kitchen, please contact me for rental arrangements. Should you have any questions, please feel free to contact CLC (937)898-8811.

In Witness whereof, the parties executed this instrument on the date first written above.

Recipient: _____ Date: _____

Facilities Management: _____ Date: _____

Special Notes:

FOR OFFICE USE ONLY

Date Payment Received: _____

Payment: Cash Check # _____

Amount: _____ **Balance:** _____

Enter set up into Event U

CC set up to Custodial Team

Member Info:

Name: _____

Phone Number: _____