

Fountain of Faith Missionary Baptist Church

Facility Use Rental Agreement

Contact Person: _____ Group Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Contact Information:

Home Phone: _____ Cellphone: _____

Email: _____

Description of Event: _____

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

(Hours must include set-up and clean-up)

Number of people attending _____

RENTAL FEES: Total Amount: _____ One-half Deposit Due \$ _____

(Balance due 30 days before rental)

Facility requested: Check one

_____ Sanctuary _____ Annex Gym _____ Annex Great room _____ Classrooms

- Sanctuary \$ 1,000 (3 hrs. minimum) includes Audio/Video (operated by Church Staff only)
- Annex Building Gym \$ 700 (4 hours minimum) \$50 (each additional hour)
- Great room \$250 with use of kitchen
- Kitchen \$ 50/hr. (4 hours minimum) \$25 (each additional hour)
- Classrooms \$ 50/hr. (4 hours minimum per use)
- Wedding Package \$1,000 members only (6-hour maximum Sanctuary ONLY) includes rehearsal day before. (\$50 each additional hour) Also includes A/V service
- Wedding Package \$1,500 **non-members** only (6-hour maximum Sanctuary ONLY) includes rehearsal day before. (\$50 each additional hour) Also includes A/V service
- Funeral Packages (Available ck with Office)
- A minimum of 2 supervising adults shall be available to chaperone youth activities of 100 participants. Some functions may require security/police.**

Name: _____ Name: _____

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- **Assigned Attendant:** _____ **\$20/hour - 4 hours minimum (remain on property)**
- **Cleaning Fee of \$150 will apply for all events.**

Please note this does not include the Media Ministry or musicians fees if required.

FACILITY USE AGREEMENT:

_____ Fountain of Faith Missionary Baptist Church reserves the right to refuse rental of buildings to organizations and persons who do not share Fountain of Faith's principles and values.

_____ All decorations, staging, and equipment must be broken down and removed immediately following the event.

_____ Renters who expect more than 100 people must obtain **General Liability Insurance of at least \$1,000,000** which Fountain of Faith Missionary Baptist Church is listed as "additional insured" party. You must provide the church office with a **Certificate of Insurance** prior to the event.

Doors will not be open if the office does not receive the certification.

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:

_____ Annex Building: 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 of all tables and chairs used at functions and shall be placed back in its original position unless prior arrangements have been made. **If set-up by the church, a fee of \$150 will apply.**

_____ Any personal or group property left on the church premises shall be at your own risk and only with prior permission from the Office Manager and set-up staff.

_____ 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.

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_____ Community Partnership with School _____

_____ \$125 Annual utility Charge for a Community Organization (i.e. HOA's)

Name of HOA: _____

To secure the date/facility ½ of the rental fee will be due at the time of application. The final half must be paid 30 days prior to the event.

All functions shall end at 9:00 p.m. (allow 1-2 hours for set-up and cleanup)

DAMAGE ASSESSMENT:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

I 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; remove any church property; or to remove any property brought into the church when the rental period is over. Any infraction of this agreement may result in denial of further use of the church premises, and/or cancellation of this agreement. Approved by Fountain of Faith Missionary Baptist Church. _____

(Initial)

Applicant: _____ Date: _____

Office Authorization: _____ Date: _____

For Office Use Only: For additional information or questions contact Valerie Hills, Office Mgr.

Special Notes/comments: _____

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Facility Use Rental Agreement

Office Use Only

Supplementary Agreement

Contact Person: _____ Phone: _____

Total Due: _____

1st Payment: _____ Date Received: _____

Check No: _____ via PayPal _____

Please make rental fees payable to Fountain of Faith Missionary Baptist Church (FOFMBC). Balance of all fees is due 30 days prior to the event.

Balance Due: _____ (Certificate of Insurance due at this time)

Received: _____ Check No: _____

Facilitator Signature: _____

Renter Signature: _____

Note/Comments: _____

Inspected by: _____