

Hope Church

Rental Agreement for Church Facilities

DETAILS REGARDING THE EVENT:

Person (s) Responsible: _____

Address: _____ Home Phone: _____

_____ Work Phone: _____

Date (s) of Activity: _____

Rehearsal Date & Time: _____

Type of Activity: _____

Decoration Date & Time: _____

Room (s) to be used: _____

Are you a regular Hope Church attendee? _____

Are you a Hope Church member? _____

RATES FOR ROOMS:

Non-Member

Sanctuary	\$200
Fellowship Hall	\$200
Kitchen (s)	\$50 ea
Sunday School Classroom (s)	\$25 ea
Nursery	\$25
Gym	\$200

1. Rental Rates are limited to a period of 4 hours. Additional hours will be charged at \$50/hr for Sanctuary, Fellowship Hall and Gym and \$10/hr for each Kitchen, Classroom and Nursery.
2. For events of 15 persons or more, an additional charge will apply to cover custodial fees. A minimum fee of \$50 will apply. Cleaning requirements of more than two hours will be charged at \$25/hr.
3. There is no building use cost for regular attenders. Attenders pay only a custodial fee for events of 15 persons or more. Regular attenders consist of those who contribute their time, talent, and treasure to the ministry of Hope Church. Regular attenders interested in renting the facility must utilize this rental form in order to properly reserve the desired space.
4. This form is not intended for weddings, please reference the Wedding Handbook for contract rules and rates.
5. A separate agreement will be drafted for any organization interested in renting the Hope Church facilities.

..... **For Office Use Only**

Amount of Deposit: _____ Date Received: _____ By: _____

Fee (in full) due on: _____ Received: _____ By: _____

Rental Contract Rules for Church Facilities

1. The individual signing the Rental Agreement is responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the church office.
2. You may decorate tastefully, in consultation with the pastoral staff, church elder, trustee or wedding coordinator. Set up of tables and chairs is your responsibility and should be returned to the proper location in which they were found. All areas used should be left in an orderly condition.
3. The church refrigerators and appliances are available for use **IF** the kitchen (s) is rented. It is expected that the kitchen will be left in the condition in which it was found. All dishes used shall be washed and stored in the proper place. All countertops, sinks and appliances shall be wiped clean. The kitchen floor should be broom clean. Please do not use any church consumables.
4. There will be **NO** alcoholic beverages, smoking, or dancing in the church facilities or on church grounds.
5. Any beverage or food spilled on the ground or carpeting is to be cared for properly. Should specialty cleaning be required, this will be an additional charge.
6. All food and decorations are to be removed by the party or responsible persons **BEFORE** leaving the premises. All trash should be removed to the dumpster.
7. The person signing the Rental Agreement is responsible for any damages to the church property or equipment.
8. A \$100 damage deposit fee shall be due upon scheduling of the building. The deposit amount will be refunded 2-5 days after the event, upon satisfactory inspection of the building by church personnel.
9. Only the rooms reserved and paid for in advance are allowed to be used.
10. Fees are to be paid **IN FULL** 30 days prior to the date of the event.

I (We) verify that I (We) have read and agree to the contract rules and fees for use of the Hope Church facilities.

Signature (s): _____

_____ **Today's Date:** _____