



RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Contact Name: _____ Group Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Description of Event: _____

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

_____ from _____ until _____

Number of people attending _____ Age Group _____

RENTAL FEES:

- () Security Deposit \$ 200 (refund upon satisfactory completion of contract)
- () Sanctuary \$ 225 (2 hours)
- () A/V (operated by Facility Use Team only) \$ 75 (2 hours)
- () Hope Center \$ 175 (4 hours) \$50 (each additional hour)
- () Kitchen \$ 75 (2 hours) \$35 (each additional hour)
- () Classroom \$ 50 (3 hours per use)
- () Wedding Package* \$ 600 (6 hr max)
- () Decorate and set-up (prior to rehearsal) \$ 75 (3 hours) \$ 35 (each additional hour)

*Wedding Package includes Sanctuary, Hope Center, Kitchen, and Rehearsal Day (kitchen and rehearsal time 3 hours max, \$35 per additional hour), Wedding and Reception (6 hours max). Also includes A/V service and **usage** of tables and folding chairs. **Please note this does not include the Pastor or musicians fees if required.**

FACILITY USE AGREEMENT:

- Bridgeway Church reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Bridgeway's principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.
- Renters who expect more than 20 people must obtain **General Liability Insurance** of at least \$1,000,000 which Bridgeway Church of the Nazarene 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: 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.

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.

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 Bridgeway Church of the Nazarene:

Applicant: _____ Date: _____

Pastor : _____ Date: _____

Supplementary Agreement:

Contact Person: _____ **Phone:** _____

Total Due: _____

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

Please make rental fees payable to: "Bridgeway Church of the Nazarene". The balance of all fees is due no later than 4 weeks prior to your event.

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

Received: _____ **check no:** _____

Bridgeway Facilitator Signature: _____

Renter: _____

Notes: _____

Inspection (after event): _____

_____ **initial(s):** _____