

 15117 Eastwood Rd

Williamsburg, OH 45176

 937-444-3800

 www.truelifecc.com

**Building/Property Rental Agreement**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_State:\_\_\_\_\_\_\_\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Alt.Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Type Of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Expected number of guests:\_\_\_\_\_\_

Dates Of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Times Requested: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Which Rooms Requested:

* Auditorium ($50 fee)
* Foyer ($50 fee)
* Elementary Classroom ($25 fee)
* Preschool Classroom ($25 fee)
* Nursery Classroom($25 fee)
* All of the above ($250 fee)

Personnel & Items Requested:

* Tables And Chairs ($25 fee)\*
* Access To Kitchenette
* Sound System/Tech ($50 fee)\*\*
* Computer System/Tech ($50 fee)\*\*
* Janitor ($50 fee)\*\*\*
* Keyholder ($50-$100 fee)\*\*\*\*
* Other \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**FEES/FINANCIAL GUIDELINES**

* Requests for tables and chairs, a computer tech, a sound tech or a janitor must be made no later than two weeks in advance.
* Renters must provide the church with proof of insurance, a minimum of one week prior to the event, showing $500,000 in personal liability from their homeowners or tenant policy.
* True Life Christian Church is not liable for personal injury, loss or damage to personal or group property. Personal or group property left on the church premise shall be at the renter’s own risk and only may be left with prior permission.
* Damage to the church property or building 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.

**TERMS OF USAGE**

* When choosing to use True Life Christian’s building/property for personal use the building/property is the responsibility of the person signing the agreement.
* The building will be requested and reserved through the Communications Director no later than two weeks prior to the event.
* All fees will be given either to the Communications Director or to finance prior to the event.
* Smoking in the building is prohibited.
* Drugs and alcohol are prohibited from the premise.
* Decoration put up and removal are the responsibility of the person(s) using the building. Any church decorations that are moved need to be returned to the correct places.
* Decorations may only be hung with transparent tape or command hooks.
* If early entrance is needed to put up decorations, arrangements can be made. Requests for early entry must be made one week in advance.
* Any kitchen items that are used need to be washed and returned by the person(s) using the building. (Paper products are your own responsibility)
* Any toys used in the kid’s rooms need to be put away.
* No one under any circumstances is permitted to touch the thermostat

Total Fees Charged $ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

I have read and agree to the above terms and charges.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\*Members of True Life Christian Church can choose to set up/tear down tables and bypass this fee.

\*\*There will be no access to the computer/sound systems without paying for a technician.

\*\*\*Members of True Life Christian Church can choose to clean the church themselves and bypass the fee, but if the church is not found in the correct condition an additional $25.00 fee will be charged.

\*\*\*\* For events lasting 5 hours or less there is a $50.00 fee for a church representative to be present. For events lasting more than 5 hours or multiple days there is a fee of $100.00 for a church representative to be present.

**FOR OFFICE USE ONLY**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Room or Service | Charge | Total Paid | Check Number | Cash | Date | Intials |
|   |   |   |   |   |   |   |
| Deposit |  $   | $  |   |   |   |   |
| Auditorium | $50.00  | $  |   |   |   |   |
| Foyer | $50.00  | $  |   |   |   |   |
| Elementary Classroom | $25.00  | $  |   |   |   |   |
| Preschool Classroom | $25.00  | $  |   |   |   |   |
| Nursery Classroom | $25.00  | $  |   |   |   |   |
| Tables and Chairs | $25.00  | $  |   |   |   |   |
| Computer Tech | $50.00  | $  |   |   |   |   |
| Sound Tech  | $50.00  | $  |   |   |   |   |
| Janitor  | $50.00  | $  |   |   |   |   |
| Representative 5 hrs or less | $50.00  | $  |   |   |   |   |
| Representative 5 hrs or more | $100.00  | $  |   |   |   |   |
|   | Total | $ |   |   |   |   |

**PERSONNEL ASSIGNMENTS AND PAYOUTS**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Personnel | Name | Phone Number | Total Paid | Check No. | Date |
|   |   |   |   |   |   |
| Tables and Chairs |   |   | $  |   |   |
| Computer Tech |   |   | $  |   |   |
| Sound Tech  |   |   | $  |   |   |
| Janitor  |   |   | $  |   |   |
| Key Holder |   |   | $  |   |   |