



Reverend Dr. Diane H. Johnson, Pastor

## CONTRACT FOR CHURCH RENTAL AGREEMENT

Renter's Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone: Home \_\_\_\_\_ Work \_\_\_\_\_ Cell \_\_\_\_\_

Name of person in charge of event \_\_\_\_\_

Bride's Name \_\_\_\_\_ Groom's Name \_\_\_\_\_

Bride's Phone \_\_\_\_\_ Groom's Phone \_\_\_\_\_

**Rental Includes:** ( ) Sanctuary ( ) Fellowship Hall ( ) Tables & chairs ( ) Kitchen

### **EVENT INFORMATION:**

Date of Event \_\_\_\_\_

Estimated Attendance \_\_\_\_\_ Nature of the event \_\_\_\_\_

Time rental begins \_\_\_\_\_ Ends \_\_\_\_\_

*Please allow time for your set-up and clean-up. Entry and exit times are to be negotiated in advance.*

Rehearsal Date \_\_\_\_\_ Start / End Time \_\_\_\_\_

### **RENTAL/FEES:**

The church rental fee is \$300.00. To reserve the Church facility, a \$150.00 non-refundable deposit fee is required. This fee will be applied to the total amount owed. The complete balance is due 10-days prior to the agreed upon event date.

At the time of reservation, a deposit and/or the rental fee in accordance with the current fee schedule is due and payable along with the completed rental agreement. The Church must be in receipt of the balance of the fees 10-days prior to the event date.

Any person or organization holding a reservation for the use of the Church facility and desiring to cancel such a reservation may, be subject to the withholding of *all or a portion* of the deposit/rental costs paid.

Church rental for wedding and rehearsal	<u>\$300.00</u>
<i>(\$150.00 deposit to be paid when contract is signed)</i>	
Use of sound system / microphones	<u>\$100.00</u>
Sound system staff/technician	<u>\$50.00</u>

Nonrefundable Deposit	\$ _____
Balance Due	\$ _____
Payment	\$ _____
Balance Due	\$ _____
Final Payment Due _____	\$ _____
Date Paid in Full _____ Initials _____	\$ _____

Rental fee and deposit can be paid via check (payable to Mount Pleasant AME Church) or PayPal (MtPleasantAMEChurch).

**CONDITION OF USE**

1. All the requirements for rental must be completed and approved by the Church. Required items include but are not limited to the following: signed and completed rental agreement, receipt of rental deposit and fees, photo ID, and certificate of insurance if deemed necessary by the Church.
2. The person signing the rental agreement and/or organization on whose behalf the rental is being made is responsible for compliance with all the conditions of use for the facility.
3. This rental agreement must be signed by a person who is at least twenty-one (21) years of age.
4. We expect you and your party to conduct yourselves properly in God's house.
5. Under no circumstances shall the applicant/renter and/or organization sublease or allow any other organization or individual to use the facility during the time and on the dates for which they have reserved the facility.
6. All fees must be taken care of before the rehearsal.
7. All food and drink must be kept in the Fellowship Hall area.
8. Please keep in mind that there shall be no smoking and/or use of other tobacco products in any part of the building or grounds at any time.
9. There shall be no alcoholic beverages or illegal drugs anywhere in the church or on the grounds.

10. Nails and tacks are not to be used for decorating the church. Please do not use tape on the painted walls in the building.
11. Any damage or excessive soiling of the building that occurs during your wedding/event shall become your responsibility. NOTE: Only flameless candles should be used in the building.
12. No rice and/or bird seed may be thrown inside the building.
13. The church will provide a representative to open the building and assist you in any way possible. It is your responsibility to schedule all set-up and tear-down operations with the church office.
14. The sound system operator will provide you with the microphones, wireless microphones if needed.
15. We ask that children be supervised.
16. The Church is not responsible for any items or equipment brought to the Church by the renter/s.
17. In the event the facility is left damaged, the renter and/or organization understands and hereby agrees that they will be charged for any and all janitorial and/or repair fees incurred by the Church, and these fees will be billed to the renter and/or organization.

**INDEMNIFICATION:**

The applicant agrees to indemnify, defend and hold harmless Mount Pleasant African Methodist Episcopal Church, its agents, officers and employees, and each of them, from any and all losses, costs, expenses, claims, liabilities, actions or damages including liability for injuries to any person(s), damage to property, or third persons arising out of or any way connected with the applicant's rental and use of the Church's facilities.

The undersigned has read and understands the conditions contained herein agrees to all of the aforementioned rules, regulations and conditions of use of Mount Pleasant African Methodist Episcopal Church facilities. We/I accept the conditions set forth in this agreement.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Applicant/organization's representative)**

\_\_\_\_\_  
**Print name**

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_  
**(Mount Pleasant AME Church representative)**

\_\_\_\_\_  
**Print name**