

Gainesville Church of God by Faith
735 SE 15th St
Gainesville, Fl. 32641

Church Rental Agreement

Name of Renter _____

Address _____

Contact number _____ Alternate number _____

Type of Function _____

Date and time of event _____

Check-in date/time _____ Check-in date/time _____

Number of Guests Expected _____

This agreement is made by and between the above-named party/parties, hereinafter referred to as "renter(s)" and Gainesville Church of God by Faith, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Terms & Conditions:

The rental cost and other fees, if applicable, for the date(s) and time(s) referenced above is \$_____. Gainesville Church of God by Faith does not charge or require any gratuity charge or tip.

In addition to the rental fee, a refundable security/damage deposit of \$200.00 is required to utilize the facility. This fee is due upon contract execution. Rentals are on a first come first serve basis. A date may be held for forty-eight (48) hours after the initial request is made. A duly signed contract must be secured to guarantee usage of the facility. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the deposit and other requirements set out herein. All fees/costs must be paid in full no later than seven (7) days prior to event.

Occupancy:

Maximum occupancy for the Gainesville Church of God by Faith is not to exceed 650 persons. The maximum occupancy for the Sanctuary is 350. The maximum occupancy for the Fellowship Hall is 250.

The total number of persons attending any event must be within the occupancy load listed above to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all the security/damage deposit.

Damages:

The security/damage deposit is fully refundable, providing the facility is returned in the same condition as received. To ensure this, there will be a pre and post-event on-site inspection. Renter(s) and Gainesville Church of God by Faith representative shall receive a copy of the contract, including inspection reports, signed by both parties. Any damages incurred while facility is in the care, custody and control of the renter(s) will be deducted from the security/damage deposit.

The \$200.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by Gainesville Church of God by Faith until property until completion of post event inspection. If no damages are incurred, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is any loss or damage, renter(s) shall forfeit the security/damage deposit, in part or in whole. Renter(s) shall be notified in writing of any damage, as well as, the forfeited damage amount. Additionally, renter(s) are responsible for any damage that exceeds the amount of the \$200.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned with their event. Failure to comply and/or cover expenses exceeding the \$200.00 will result in you forfeiting any future use and/or rental of the facility. Failure to comply may further lead to legal action.

Deposits/Payments:

All fees, including deposits, shall be paid in cash, check, and/or money order. Any checks not honored by the bank (returned checks) may result in cancellation of the event, unless deposit and rental fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). Furthermore, any charges incurred by Gainesville Church of God by Faith due to returned checks must be paid by the renter(s) within 30 days of notice.

Check-in and Check-out Time:

Check-in and check-out times are strictly enforced.

Set-Up Time:

The renter(s) will be allowed one (1) hour of set-up time prior to the event (on the day of the event only). A \$25.00 per hour set-up fee will be charged if the renter(s) request set-up time on days other than the date of the event (i.e.: if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 per hour additional charge).

Cleaning/Clean-up:

Gainesville Church of God by Faith will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return them in the same condition as received. The following general cleaning is required at the conclusion of the rental. No cleaning services are provided during the event. If additional cleaning is required following the event, the renter will be assessed a "professional cleaning charge" and may forfeit the \$150.00 security/damage deposit in part or in full.

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and leave it at the back door (on the inside of the building).
- c. Put clean trash liners (bags) in trash cans.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen and refrigerator used for your event/group.

Smoking:

No smoking is allowed anywhere on the property of Gainesville Church of God by Faith (including buildings, grounds, and parking lot). Gainesville Church of God by Faith is a smoke-free facility. This rule will be strictly adhered to.

Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of Gainesville Church of God by Faith (including buildings, grounds, and parking lot). In compliance with the Church Covenant, this facility is a non-alcoholic facility. This rule will be strictly adhered to.

Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of Gainesville Church of God by Faith (including buildings, grounds, and parking lot). This rule will be strictly adhered to.

Catering:

The renter is responsible for making his/her own arrangements with the catering provider. Gainesville Church of God by Faith must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

Decorations:

The following rules are applied and must be followed by the renter:

1. No staples, thumb tacks or nails in furniture or on the walls
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area.

Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

Member Rates:

Member rates are offered to ACTIVE MEMBERS of Gainesville Church of God by Faith only. Active Members are prohibited from renting the facility for non-members, including family members living within the same household.

**Senior Active Members (ages 75 and above) will not be charged or assessed a fee for the use of the sanctuary and/or fellowship hall.

**Active members will not be charged fees for set up.

Please note: Rental of the Sanctuary is based upon the availability of the Gainesville Church of God by Faith Media Team. **Media Team members must be present and are the only authorized persons to operate the audio-visual equipment.** Unauthorized persons in the sound room is strictly prohibited.

Weddings and Special Occasions:

Sanctuary	\$ 50.00/per hour
Fellowship Hall	\$100.00/per hour
Kitchen	\$ 50.00/per hour (utilizing stove and equipment/items in the kitchen)

Funerals:

Sanctuary	No charge
Fellowship Hall	No charge
Kitchen	No charge (utilizing stove and equipment/items in the kitchen)

Concerts, Revivals, Special Services:

Sanctuary & Dining Room	\$300.00/4 hours
Sanctuary & Fellowship Hall	\$500.00/4 hours
Sanctuary, Fellowship Hall & Kitchen	\$750.00/4 hours (utilizing stove and equipment/items in the kitchen)

There will be a 15-minute grace period at the end of event. If event exceeds the 15-minute grace period, the renter will be charged for the additional time. There is a \$50 charge for every 15 minutes over the allotted time. If your event extends past one hour of the agreed upon time, the renter will be assessed \$140. **Additional fees will be due at the end of event.**

Non-Member Rates:

Individuals, groups or organizations that are not active members of Gainesville Church of God by Faith will be assessed the following fees for rental of the facility.

Please note: Rental of the Sanctuary is based upon the availability of the Gainesville Church of God by Faith Media Team. **Media Team members must be present and are the only authorized persons to operate the audio-visual equipment.** Unauthorized persons in the sound room is strictly prohibited.

Weddings and Special Occasions:

Sanctuary	\$150.00/per hour
Fellowship Hall	\$150.00/per hour
Kitchen	\$100.00/per hour (utilizing stove and equipment/items in the kitchen)

Funerals:

Sanctuary	\$400.00
Sanctuary, Fellowship Hall & Kitchen	\$850.00 (utilizing stove and equipment/items in the kitchen)

Concerts, Revivals, Special Services:

Sanctuary & Dining Room	\$500.00/4 hours
Sanctuary & Fellowship Hall	\$1,000.00/4 hours
Sanctuary, Fellowship Hall & Kitchen	\$1,500.00/4 hours (utilizing stove and equipment/items in the kitchen)

There will be a 15-minute grace period at the end of event. If event exceeds the 15-minute grace period, the renter will be charged for the additional time. There is a \$50 charge for every 15 minutes over the allotted time. If your event extends past one hour of the agreed upon time, the renter will be assessed \$200. **Additional fees will be due at the end of event.**

Consent and Release:

I have read, understand, acknowledge, and agree to abide by and follow each of the rules detailed in the Church of God by Faith Rental Agreement for the duration of the rental period.

I assume full financial responsibility for any damage incurred to the building, furnishings or grounds due to my use of the premises, or use of the premises by my officers, employees, agents, or invitees during the rental period. I also agree to pay for any damages caused due to a violation of these stated rules.

I agree to fully and promptly comply with all laws, ordinances, and regulations of any government or lawful authority having jurisdiction over the premises. I further agree to abide by all safety rules and regulations posted or stated by any staff member on duty.

I agree and understand that Gainesville Church of God by Faith shall not be liable for any damages or injuries that may occur on the church property. This includes but not limited to theft, damage to personal equipment, personal furnishings, or other personal property belonging to the renter, hired staff, guests, invitees or attendants. I agree and understand that all personal property placed on the premises during the rental period is done so at sole risk of the named renter in this contract.

I agree to indemnify and hold Gainesville Church of God by Faith harmless from any and all liabilities, damages, loss, costs and expenses arising out of third-party-law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of Church of God by Faith.

I understand that failure to comply with any of these rules may result in the immediate cancellation of the rental agreement, the eviction of my event and possible denial of future rental requests. I also understand that failure to comply with the terms of this agreement may further lead to legal action.

Rental Applicant Signature _____ Date _____

Printed Name _____

Church Representative Signature _____ Date _____

Printed Name _____