

Agreement to Rent Church Facilities Of Grace Presbyterian Church

This agreement is entered into between Grace Presbyterian Church and the signatory below. For and in consideration of the mutual covenants and promises contained herein, the parties have entered into this rental agreement for the use of Fellowship Hall, and the party renting said facility, agrees as follows:

- a. I understand that the Session, as the governing body of Grace Presbyterian Church, has the authority to make all determinations regarding the use of its facilities, and that the Session has approved my Application for the renting of Fellowship Hall for the purposes set out in my Application. I further understand that by signing this Agreement, I am contractually binding myself and/or the legal entity or group, upon whose interests I am legally authorized to act, to a rental agreement for the use of Fellowship Hall.
- b. I agree that I have read and I am familiar with the terms of the "Policy For Use of Church Facilities," attached hereto and incorporated herein, and that I, along with those in attendance of the event for which I am renting Fellowship Hall shall abide by this policy at all times.
- c. I agree that an adult shall be present at all times when either minors are using the facilities for a children's function or when minors are accompanying adults who are using the facilities. I further agree that the Fellowship Hall shall be used for the specific purpose represented under the rental Application and that event attendees are **NOT** permitted to roam freely through other areas of the church such as the office, education or sanctuary buildings. This also includes the parking areas and areas outside the boundary of the church property. If the playground is used, then an adult must be present to supervise the area. I further agree that use of Fellowship Hall shall be in a peaceful, orderly and lawful manner and that all music sound levels shall **NOT** exceed a decibel level of 95.
- d. I agree that no vehicles shall be allowed outside of the parking areas. This includes any unloading or loading of equipment or supplies used in the Fellowship Hall. Any loading or unloading of equipment or supplies shall take place from the parking areas.
- e. I agree that I or another responsible adult shall lock and secure the facility (including arming the alarm system) if used after normal Church Office hours. After use, I agree to drop the key(s) in the mail slot in the door of the Church Office.

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- f. I agree that I and any event attendees shall NOT smoke or use tobacco products, alcoholic beverages or illegal substances in the buildings, parking lots or on the grounds of the church, nor shall any attendees be permitted to carry any weapons during the event.

Revised: 04/07/2015

Revision notes: Corrected paragraph C to clarify usage.

- g. I agree to assume individually and/or on behalf of the legal entity or group, upon whose interests I am legally authorized to act, all forms of liability for injuries to any persons attending the activity or event and agree to be totally responsible for any damages to or loss of church property.
- h. I agree that any violations of the "Policy for Use of Church Facilities" shall result in the non-refund of the deposit.
- i. I agree that dining or serving of food shall be limited to pre-approved designated areas and all such arrangements have been approved in advance.
- j. I agree that I or any of the event attendees shall NOT use confetti, glitter, pyrotechnics or any smoke or fog machines in the Fellowship Hall.**
- k. I agree that I or any of the event attendees shall **NOT** use barbecue grills inside or outside the facility.

Please read carefully to prevent any misunderstanding. By signing below, the individual (herein after known as "signatory") and/or the legal entity or group, upon whose interests the signatory is legally authorized to act, acknowledge and totally accept the risks of physical injury associated with participation in the activity described above, and agree to be legally bound by the "Policy For the Use of Church Facilities." In the absence of gross negligence on the part of Grace Presbyterian Church, the signatory and/or the legal entity or group, upon whose interests the signatory is legally authorized to act, shall accept personal financial responsibility for any bodily or personal injury sustained during the activity. Further, the signatory and/or the legal entity or group, upon whose interests the signatory is legally authorized to act, agree to hold harmless and indemnify Grace Presbyterian Church and its representatives for any injury suffered during the activity.

Signatory

Date

Initial_____

GRACE PRESBYTERIAN CHURCH
 9301 N. Rodney Parham Rd.
 Little Rock, AR 72227
 Phone: 501-225-3274

Application for Use of Grace Presbyterian Church Facilities

Requesting Individual: [Click here to enter text.](#) _____ Today's Date: _____

Mailing Address: _____

City: _____ State: _____

Day-Time Phone: _____ Evening Phone: _____

Name of Sponsor/Coordinator for Event: _____

Sponsor/Coordinator's Relationship to Individual/Organization, or Title: _____

Phone/Contact #'s for Coordinator: _____

Facility Requested (Fellowship Hall): _____ Date(s) Requested: _____

Basket Ball use only (\$30 per hour - no tables/chairs or kitchen use)

Half Day (4 hours - \$200 - requires cleaning/security deposit)

All Day (\$300 - requires cleaning/security deposit)

Cleaning/Security Deposit: (\$150)

Round Table \$10.00 each with 8 Chairs \$2.50 each (\$30) Number of Round Tables _____

\$50.00 – Mandatory Table Set Up Fee

(See Policy for set-up and clean-up time provisions)

Requested Set-up Time: _____ to _____ Anticipated Cleanup Time: _____ to _____

Type of Event or Activity: _____ Estimated number of Attendees: _____

Description of Activities to Be Held during Event:

For Use by Church Office:

Approved Not Approved \$30 _____ \$200 _____ \$300 _____ Other _____ Fee waived _____

Round Tables with 8 Chairs Number of round tables: _____

\$50.00 – Mandatory Table Set Up Fee Received _____

Cleaning/Security Deposit Received: _____

Total Owed _____

Copy of Driver's License _____

Remarks/Exceptions:

Revised: 04/07/2015

Revision notes: Corrected paragraph C to clarify usage.

Church Facilities Committee Representative

Date

POLICY FOR THE USE OF CHURCH FACILITIES

Purpose:

The purpose of this policy is to establish requirements as to the usage of Grace Presbyterian Church's facilities by those other than Church members.

Objective:

To establish procedures to be followed by individuals other than Church members who request use of any Grace Church facility.

Procedures:

Application: Any individual, acting exclusively for that individual or on behalf of a group or legal entity, applying to use a Grace Presbyterian Church facility must first complete the "Application for Use of Grace Presbyterian Church Facilities" form and submit it to the Church Office at least 7 days prior to the date of the requested use.

Session Approval: All applications must be approved by the Church's Session, as the governing body.

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Priority: Grace Presbyterian Church programs and ministries shall be given first priority for use of all Church facilities. No use of facilities by an outside individual or group may conflict in any way with the programs of Grace Presbyterian Church.

Agreement Stipulations: Once an application is approved by the Session, the individual seeking rental either individually or on behalf of a legal entity or group of the Church's facilities shall sign the "Agreement to Rent Church Facilities of Grace Presbyterian Church" before any usage of Church facilities shall be permitted. The "Agreement to Rent Church Facilities of Grace Presbyterian Church" shall include the following stipulations:

- ***Capacity-*** No event shall exceed 200 attendees. Every event shall comply with the local fire code as far as the number of attendees at an event.
- ***Lighting/Electrical-*** Alterations or rewiring of existing electrical outlets on the church property shall **NOT** be permitted under any circumstances.
- ***Adult Supervision-*** An adult must be present at all times when any minors are using the facilities for a children's function or when minors are accompanying adults who are using the facilities. No minor, without exception, shall be allowed to roam freely outside the area subject to the rental agreement.
- ***Key(s)-*** A responsible person must be designated to lock and secure the facility if used after normal Church Office hours after use, key(s) must be dropped in the mail slot in the door of the Church Office.

Revised: 04/07/2015

Revision notes: Corrected paragraph C to clarify usage.

- **Smoking, Tobacco, Alcohol/Substance Use and Weapons** - Smoking, use of tobacco products and use of alcoholic beverages or illegal substances and weapons shall **NOT** be permitted in the buildings, parking lots or on the grounds of the church.
- **Confetti, Glitter, Pyrotechnics, Smoke or Fog Machines**- The use of confetti, glitter, pyrotechnics and smoke or fog machines shall **NOT** be permitted at any event.

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- **Liability**- The individual and/or legal entity or group, who have rented Grace’s Church Facilities, shall assume liability for injuries to persons attending the activity or event and for any damages to or loss of church property.
- **Food**- Dining or the serving of food will be limited to pre-approved designated areas. This includes catering. All such arrangements must have approval in advance of the use of the facilities.
- **Fellowship Hall**- All activities should be confined to the Fellowship Hall unless prior arrangements are made and receive written approval. Users contacting for use of Fellowship Hall are **NOT** allowed into other areas of the church or to use other church property. Use of Fellowship Hall shall be in a peaceful, orderly and lawful manner. All music sound levels shall **NOT** exceed a decibel level of 95.
- **Loading & Unloading**- No vehicles shall be allowed outside of the church’s parking areas. This includes any sidewalks or the courtyard in front of the Fellowship hall. Any unloading or loading of equipment or supplies used in Fellowship Hall shall take place from the church’s parking areas.
- **Fee Structure for Rental of Fellowship Hall**- User fees that help defray janitorial, utility and maintenance cost shall be assessed and collected from all individuals who shall rent Fellowship Hall, other than Grace Presbyterian Church groups or individuals, using church facilities. Waiver of fees may be made by the Session if requesting groups are charitable, non-profit or community service organizations Fees for use of Fellowship Hall Are:

\$30 (per hour) for Basketball use only
 \$200-half day (four hours)
 \$300-all day (8 hours)
 \$80/day-use of portable PA system
 \$50-mandatory set up fee for use of round tables

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Revised: 04/07/2015

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Tables: Rectangular tables along with folding chairs are provided with rental of Fellowship Hall. However, the newer round tables shall be rented at a cost of \$30.00 each with 8 chairs included per table. In addition, a one time table set up fee of \$50.00 for the event shall be paid by the signatory. No tables in the entryway or bathrooms of Fellowship Hall shall be moved or rearranged for an event nor shall these tables be used for an event.

Set Up & Clean Up Procedures: A set-up time of two hours before the start of the rental period will be without charge, providing that the facility is **NOT** in use by another individual or group, including a church member or group. Any additional set-up time must be requested and approved in advance. A clean-up time of one hour at the conclusion of the rental period will be without charge. **If the requesting individual or party exceeds his/her/its contracted rental and one-hour clean up time, this shall result in forfeiture of the cleaning deposit.**

Inspection: A representative from the Grace Session Facilities Committee shall inspect the building to determine compliance with the rental agreement and provisions to determine if the cleaning deposit will be refunded. This includes any of the round tables and chairs that are rented for an event.

Damages: Any and all damages to facilities or church property shall be the responsibility of the signatory whose name appears on the "Agreement to Rent Church Facilities of Grace Presbyterian Church."

Deposit: Any violation of the church's facilities policy shall result in the non-refund of the deposit.

Trash: All trash and debris are required to be removed from the building kitchen, dining areas or other church property areas used. Dumpster is located on the southeast corner of the parking lot.

Schedule of Activities: The Church Office maintains an activities calendar, which is posted in the Fellowship Hall. In some instances, there may be several groups scheduled to use a facility on the same day. It is imperative that each individual or group stay within the rental/set-up/clean-up time and leave the facility clean and in good shape for the next group.

Wedding Events: These must adhere to the Grace Presbyterian Church "Wedding Policy."

Deposit will be returned in one week after assessment is made of the facility.

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