



RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Please print

Contact Name: _____

Group Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

Description of Event: _____

Date(s) of Event: _____ from _____ until _____ (time you need to enter the building)

_____ from _____ until _____ (time you will leave the building -

Please take into consideration how long it will take to clean up)

Number of people attending _____ Age Group _____

RENTAL FEES: \$50 (each additional hour)

- () Love Offering
- () Security Deposit \$ 300 (refund upon satisfactory completion of contract)
- () Sanctuary \$ 350 (2 hours)
- () A/V Services (operated by AV Team only) \$ 100 (2 hours)
- () Dining Area - Lower Level \$ 200 (4 hours)
- () Adult Ed Classroom \$ 85 (3 hours)
- () Conference Room \$ 75 (3 hours)
- () Other _____

Kitchen is not available for rental.

\$50/day - Additional charge for Opener/Closer:

Mandatory for those parties that don't have access to the church.

FACILITY USE AGREEMENT:

- Unity of Fox Valley reserves the right to refuse rental of buildings to organizations and persons who are not in sympathy with Unity of Fox Valley's principles and values.
- All decorations, staging, and equipment must be broken down and removed immediately following the event.
- Renters must provide their own items: tablecloths, plates, napkins, cups, serving items, etc.

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 in the Sanctuary**
- **All garbage and recyclables are to be removed from the building immediately after the function including washrooms.**
- 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.

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 Unity of Fox Valley:

Applicant: _____

Date: _____

Unity of Valley: _____

Date: _____

SUPPLEMENTARY AGREEMENT:

Contact Name: _____ Phone: _____

Address: _____

Home Phone: _____ Work Phone: _____

Email: _____

1st Payment: _____ Received on: _____ Check #: _____

Please make your rental fees payable to "Unity of Fox Valley".

The balance of all fees are due no later than 4 weeks prior to your event.

Balance Due on: _____

Received on: _____ Check #: _____

Unity of Fox Valley Signature: _____

Notes:

Inspection (after event):

Initials/Date: _____