

EASTMINSTER PRESBYTERIAN CHURCH

311 Haines Road, York, PA 17402

Phone: 717-755-6222 ~ Fax: 717-757-1460

RENTAL AGREEMENT FOR USE OF FACILITIES

(Please print all information that must be provided.)

This Agreement is between Eastminster Presbyterian Church, herein referred to as "Church", and _____, herein referred to as "Renter". The agreement consists of the Rental Agreement, along with the Schedule C rental fees cost sheet, which is also referred to in item 3 below, and is attached hereto and incorporated herein by reference.

RENTER AND EVENT INFORMATION

DAY/DATE(S) AND TIME(S) OF RENTAL:

NOTE: For a wedding, attach a copy of the Wedding Information Form that was completed at the time the bride and groom met with the pastor.

1. RENTER INFORMATION

_____.

2. RENTER CONTACT PERSON INFORMATION

Name of Individual Renting: _____

Renter's Address/City/State/Zip: _____

Contact's Phone: Home _____ Other _____

e-mail address: _____

3. EVENT INFORMATION (check all that apply): Approximate # of people attending: 100 - 150

Event is:

Other (**See attached Schedule C for calculation of cost.**)

Name of event _____

Purpose of event (describe fully): _____

This is a one-time event, with use on the date(s) and for the time(s) shown.

4. SPACE TO BE USED -- Check all below that apply. Rates for space desired are shown on the fee schedule for this event attached to this rental agreement and made a part hereof.

Fellowship Hall w/o Kitchen Privileges

Fellowship Hall w/Kitchen Privileges

Crib Room

Class Room

Haines House Multipurpose Room

Outdoor Worship Center

Sanctuary

Other _____

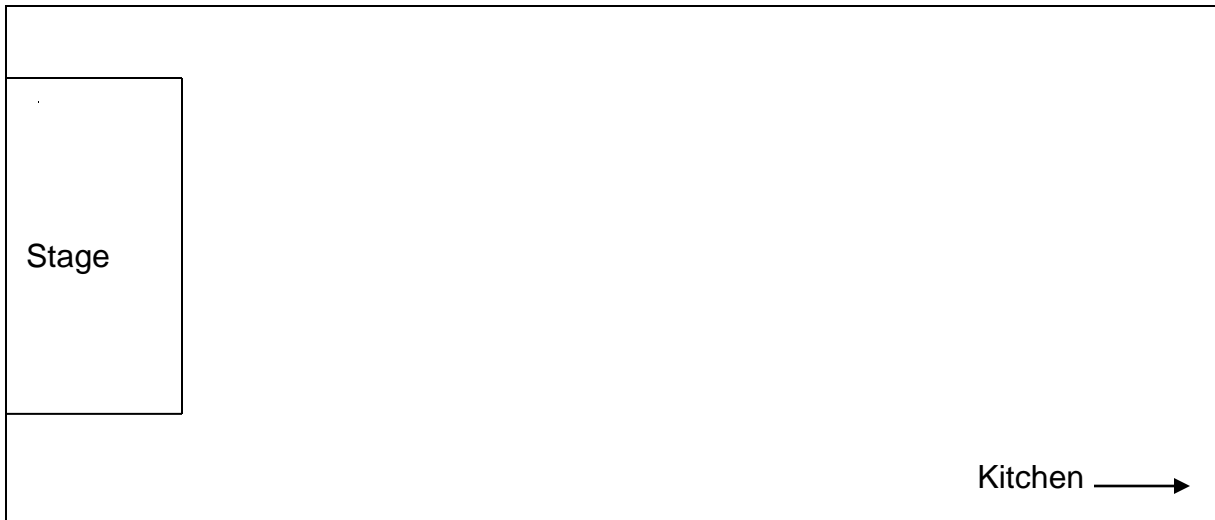
5. LENGTH OF TIME(S) OF USE (also show TOTAL TIME for each space used)

Space	Date	Day(s) of week	Time(s) Needed (Show Beginning and End Times = from / to)	Indicate # of Hours for Each Use	TOTAL HOURS For Each Space Used

6. EQUIPMENT TO BE USED -- Check below all equipment belonging to the church that Renter intends to use:

Kitchen: Stove Refrigerator **Dishwasher CANNOT be used.**

7. Draw the configuration of how Renter wishes the equipment, tables and/or chairs set up in the space it is renting:



COMMENTS/INSTRUCTIONS:

POLICIES & PROCEDURES and TERMS & CONDITIONS OF RENTAL

Renter's use of Church facilities is conditioned upon the following:

- 1. A CHURCH WEDDING IS A WORSHIP SERVICE** – If rental is for a wedding, the wedding party, the wedding guests, and the photographer/videographer must bear in mind that they are all guests in the house of God, and as such they must conduct themselves at all times reverently and in a worshipful manner. The pastor is in charge of all aspects of the service.
- 2. WEDDING POLICIES AND PROCEDURES** – If rental is for a wedding, Renter acknowledges receipt of two copies of the Wedding Policies and Procedures and will see that all. One for the reference of the wedding party and one should be given to the photographer and/or

videographer. Renter will insure that all present know the policies and procedures, with the request to them that they abide by the procedure set forth therein.

3. **SMOKING AND ALCOHOLIC BEVERAGES:** This is a smoke-free campus, and we do not permit alcoholic beverages of any kind on the campus. Please inform your group and/or guests prior to the function so that they may honor this restriction.
4. **ONGOING RENTAL, RENT DUE DATE –** Monthly rental from regular Renters is due on the 1st day of each month, payable in full. Rent not paid by the 15th of the month shall be deemed to be in arrears and notice will be sent to Renter that if not paid, Renter's privileges are in danger of being revoked. If a 2nd month's rent comes due and is not paid, Renter will be sent a certified letter advising it that its rental privileges have been canceled. Any regular renter wishing to rent for a date not on its regular schedule will be denied its request if its rent is not paid current. A security deposit is also required of each regular Renter.
5. **DEPOSITS & FEES FOR ONE-TIME RENTALS –** A non-refundable deposit of no less than 20% of the total rental is required on the date this agreement is made. Payment of this amount secures the rental date(s) and time(s) for Renter. Tentative rental dates are not secure until the minimum down payment has been received by Church. A \$25.00 refundable deposit is required for each key needed. A refundable \$50.00 security deposit and a non-refundable cleaning fee are also reflected on the attached appropriate fee schedule.

FULL PAYMENT of the balance of the rental fee and all associated costs and fees is required **no later** than the last day the office is open before the date of the event, or else the deposit is forfeited, and the rental cannot take place. Cancellation for any reason results in forfeiture of the full amount of the deposit.

6. **KEYS –** Keys will not be issued until the full payment due is made by Renter and are not issued until one day prior to the rental event. In the case of events held after hours and on weekends, keys to gain entrance must be issued to Renter and a refundable deposit charged for each key.
7. **LENGTH OF TIME OF USE –** Renter's time of use INCLUDES SET UP, PRACTICE/ REHEARSE, AND TEAR DOWN TIME. It is not just the length of time of the event. It includes the time Renter expects to gain access to the space Renter will use prior to the event AND any time Renter expects the space to be reserved solely for its use and for no other use to take place in that space before its event. Unauthorized additional time and/or use other than that specified in this agreement will be billed at double the standard rental fee.
8. **SPACE & EQUIPMENT USED MUST BE FULLY DISCLOSED HEREIN –** Renter hereby stipulates and certifies that all space and equipment desired to be used has been disclosed in this agreement. If space or equipment is used that Renter has not disclosed herein, Renter will be billed double the regularly scheduled rental fee for each space and item used, as well as the cleaning fee for same.
9. **TABLES NOT ALLOWED IN PARLOR --** Renter has been advised that tables cannot be set up in the Parlor and agrees to abide by that requirement. Only the furniture set up by Church in the Parlor is allowed in that space.
10. **DISHWASHER IN THE KITCHEN CANNOT BE USED** by any Renters under any circumstances. This restriction applies whether the Renters are church members or non-members.

11. **DISHWARE & UTENSILS** – Unless otherwise specified in writing, Renter must supply its own dishware, utensils, glasses, cups, etc. This restriction does not apply to funeral receptions held in the Haines House dining room, for which all items needed are supplied by Church.
12. **LOCKING UP** -- For security purposes, Haines House must remain locked when in use by piano teachers and others (e.g., literacy teachers) after hours and when there is only one staff person in the office, even if use is during regular office hours. Renters, such as piano teachers, must rely on the doorbell to answer and admit persons and then leave in only those persons who should have access for lessons or to pick up a student. Wedding parties who use Haines House and the Christian Education building to dress must use the keys they have been issued to insure that all doors are locked again when they leave. Failure to do so will result in forfeiture of the security deposit.
13. **SETUP / BREAK DOWN / CLEANUP** – As much as possible, Church will work with Renter to provide set up and breakdown for its event. However, in most cases, set up must take place between 8 a.m. Monday and 4:00 p.m. Friday; otherwise, Renter must make arrangements to set up and take down itself. This applies only if returning the space to its normal configuration is necessary to be done for church events that will occur after the event has taken place. A clean-up deposit is required and is reflected in the schedule attached to this rental agreement.
14. **ACCEPTANCE OF TERMS AND CONDITIONS** -- Renter hereby certifies that terms and conditions, policies and procedures under which rental is being allowed, as well as the rental fees, have been provided to Renter and that Renter has read, fully understands, and will abide by them.
15. **INFORMATION FROM RENTER IS TRUE, CORRECT, & COMPLETE** -- Renter has reviewed the answers and information it provided in this Agreement and the schedule attached. Renter certifies the answers and information provided by it are true, correct, and complete. Renter also understands all the policies and procedures, terms and conditions set forth for use of Church's space and equipment and agrees to fully abide by them.
16. **RENTER HAS RECEIVED COPY OF THIS AGREEMENT** -- Renter also acknowledges that an executed copy of all pages of this Agreement, including the fee schedule, has been provided to it by Church for its records and reference.

ACKNOWLEDGEMENT OF RENTER

Renter hereby acknowledges that he/she has read in its entirety the agreement and the attached schedule of rental costs and fees. Renter further acknowledges that he/she fully understands and will abide by the costs and fees, terms and conditions, policies and procedures under which rental is being allowed by Church.

DATE: _____

Signature of Renter _____

Print Name of signer _____

Schedule C to Rental Agreement
GENERAL RENTALS
Rates and Costs for events held on the Eastminster campus
(Rates as of 5-9-07)

This attachment is hereby incorporated into the General Rental Agreement of _____, rental to take place on _____, from _____ in _____.

A non-refundable deposit of no less than 20% is required at the time the rental agreement is made to secure the date desired. Full payment is required at least one week prior to the event. Shown below are all items you have indicated you wish to utilize for your rental, along with the cost of same.

	Active Members	Other	Cost
<u>Primary Facilities: for up to 2 hours use as shown in Sections 4 & 5 of this Agreement – FLAT FEE</u>			
Outdoor Worship Center	no charge	\$ 50	\$ _____
Sanctuary with <input type="checkbox"/> organ <input type="checkbox"/> piano	no charge	\$150	\$ _____
Sound equipment (if use is not selected, access to equipment will be locked)	\$ 50	\$ 50	\$ _____

Additional facilities: for up to 4 hours use as shown in Sections 4 & 5 of this Agreement – FLAT FEE

<u>CHURCH & CE BUILDING:</u>			
Fellowship Hall ONLY	\$100	\$100	\$ _____
Fellowship Hall with kitchen privileges (4 hrs.)	\$135	\$135	\$ _____
2 additional hours @ \$35.00 each			\$ _____
Crib Room	\$ 45	\$ 45	\$ _____
Nursery	\$ 45	\$ 45	\$ _____
Classroom	\$ 45	\$ 45	\$ _____

<u>HAINES HOUSE</u>			
Haines House Dining Room w/kitchen privileges	\$ 75	\$ 75	\$ _____
Haines House Multipurpose Rm. w/kitchen privileges	\$ 75	\$ 75	\$ _____
Haines House Parlor (no tables can be setup)	\$ 25	\$ 25	\$ _____

<u>Custodial Fee</u>			
Basic Fee (Required)	\$50	\$50	\$ 50.00

Key Deposit (refundable if not lost or broken) -- Keys will be issued one day (1) prior to initial rental.^{1*}

To Fellowship Hall	\$ 25	\$ 25	\$ _____
¹ Key(s) may be picked up the day before initial use between the hours of 9:00 a.m.- 4:00 p.m.			
<u>Security Deposit (refundable)</u>	\$ 50	\$ 50	\$ 50.00

TOTAL COST: \$ _____

A non-refundable deposit of 20% of total is due at the time this agreement is entered into. Date is not secured until deposit is paid.

ACKNOWLEDGEMENT OF PAYMENT:

A \$ _____ cash deposit was paid by renter on _____. Rec'd by _____

Balance remaining due: \$ _____, to be paid prior to rental date.

ISSUANCE OF KEYS

Keys for the space to be used are issued no earlier than the day before the rental event.

ACKNOWLEDGEMENT OF RENTER

Renter hereby acknowledges receipt of keys and agrees to return them no later than the Monday after the event.

DATE: _____ Signature of Renter _____.

Print Name of signer _____

FOR OFFICE USE ONLY

TOTAL REFUND: \$ _____

TO ACCOUNTING DEPT:

RETURN OF DEPOSIT(S) TO (name & address): _____

All keys were returned on _____ in good condition. A refund of \$ _____ should be made to Renter.

OR

Keys to _____ were not returned or are damaged. Therefore, \$ _____ should be retained from the key deposit made by Renter.

Signature of Office Staff _____

The security deposit can be returned because no damage was found to any property or equipment.

The security deposit cannot be refunded because damage was found, as explained below on attached sheet:

Signature of Building & Grounds Staff _____

<input type="checkbox"/> Renter's copy		GENERAL RENTAL AGREEMENT
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