

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

Renter Name: _____

Renter Address: _____

Email Address: _____

Cell Phone Number: _____ **Alt. Number:** _____

Date(s) of Event: _____ **Type of Event** _____

Check-in Date/Time: _____ **Check-out Date/Time:** _____

THIS AGREEMENT is made by and between the above named person(s), hereinafter referred to as “renter(s)” and Guilgal French Seventh-Day Adventist Church for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$ **2000.00 (plus \$250.00 security deposit)**, and other fees (if applicable) required have been added to this rental amount. Guilgal French Seventh-Day Adventist Church does not charge or require any gratuity charge or tip.

The rental cost can be paid in **one lump sum** or in two (2) equal installments of \$ **1000.00**. However; the full cost must be paid by **10/10/2020** . .

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of **\$250.00 for security/damage deposit** to reserve any event date. Rentals are on a first come first serve basis. A non-secured date may be held for forty-eight (48) hours after the initial request is made, however, the Rental Agreement and a security/damage deposit must be received within the forty-eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, Guilgal French Seventh-Day Adventist Church is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Guilgal French Seventh-Day Adventist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)’ rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless Guilgal French Seventh-Day Adventist Church, its officers, affiliates, agents, servants, employees, its personal representatives,

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Further, the age of all persons responsible for renting the Guilgal French Seventh-Day Adventist Church must **be at least 18 (eighteen) years and older with no exceptions**. This rule is strictly adhered to.

Renter(s) Acknowledgement **Date**

Renter(s) Acknowledgement **Date**

Guilgal French SDA Church Agent (Witness) **Date**

Guilgal French Seventh-Day Adventist Church Agent holds the power to act solely on behalf of Guilgal French Seventh-Day Adventist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

Conditions:

1. Purpose of Use:

The Guilgal French Seventh-Day Adventist Church may be used but is not limited to the following events. Events not listed below are subject to approval by the Pastor, Board of Elders and Church Board of Guilgal French Seventh-Day Adventist Church.

Concerts (Gospel and/or Christian)	Funerals
Conferences / Workshops	Meetings
Class /Family Reunions	Weddings
Plays/Dramas (Gospel and/or Christian)	Worship Services

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

2. Occupancy:

Maximum occupancy for the Guilgal French Seventh-Day Adventist Church Fellowship Hall is not to exceed **700** persons (**400** seated). **COVID RESTRICTED TO 100 PERSONS MAX**

Maximum occupancy for the Guilgal French Seventh-Day Adventist Church Sanctuary is **1200**. The total number of persons attending any event must be kept to or less than the maximum number of persons in each area. in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

COVID RESTRICTED TO 380 PERSONS MAX

(Initials _____)

3. Damages:

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Guilgal French Seventh-Day Adventist Church representatives each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

a. Renter(s) is responsible for:

- Any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings.
- removal of trash to the disposal bin.

The **\$250.00 security/damage deposit** is not applied to the event fees. This deposit shall be retained by Guilgal French Seventh-Day Adventist Church until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of the Guilgal French Seventh-Day Adventist Church. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the **\$250.00 deposit**. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the **\$250.00** will result in you forfeiting any future use and/or rental of the facility.

(Initials _____)

GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT

4. Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash, personal check, money order, cashier's check and/or credit card. Payment made with a personal check must be paid at least **30 (thirty) days prior to the date of the event**. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of Guilgal French Seventh-Day Adventist Church.

(Initials _____)

5. Cancellations:

If renter(s) cancel for any reason within less than thirty (30) calendar days prior to the event date, all parties agree that **the deposit will be forfeited in full**. If renter(s) cancel for any reason at least thirty (30) calendar days prior to the event date, all parties agree that **50 percent** of the deposit will be refunded to the renter(s). Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within 30 (thirty) days of cancellation.

Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such requests must be submitted in writing to the Guilgal French Seventh-Day Adventist Church. Exceptions will be determined, granted and/or denied by the Pastor, the Board of Elders or the Church Board at the time the request is made. Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state the reasons for the denial.

If Guilgal French Seventh-Day Adventist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to the renter(s) within five (5) days of cancellation by Guilgal French Seventh-Day Adventist Church, and Guilgal French Seventh-Day Adventist Church is hereby released from any further liability from any and all foreseeable or unforeseeable damages.

(Initials _____)

6. Check-in and check-out Time:

Check-in and check-out times are strictly enforced in order to prepare the Guilgal French Seventh-Day Adventist Church for other scheduled events. These times will be set up previous with the Event Representative from Guilgal French Seventh-Day Adventist Church.

(Initials _____)

7. Set-Up Time:

A pre-arranged set up time will be coordinated with the renter prior to the event. Anything that is being provided by Guilgal French SDA Church will be set up by the church staff, including tables and chairs. Friday set-up window 11 a.m. - 4 p.m. (2 hour maximum)

(Initials _____)

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

8. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the actions of all the rental participants.

Please note that the renter(s) is responsible for the set up of the facility prior to the event only. Renter(s) will be responsible for taking down any tables and/or chairs that were not provided by the Guilgal French Seventh-Day Adventist Church at the end of the event. Guilgal French Seventh-Day Adventist Church staff will be responsible for taking down any tables and/or chairs at the end of the event that were provided by Guilgal French Seventh-Day Adventist Church. All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to Guilgal French Seventh-Day Adventist Church shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the **\$250.00 deposit** at the discretion of Guilgal French Seventh-Day Adventist Church. Guilgal French Seventh-Day Adventist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all times.

Sorry, no pets are allowed in the sanctuary except for service animals.

(Initials _____)

9. Noise Ordinance:

Loud activities should be kept at a level so that you do not disturb other members and guests at the facility or in the surrounding area.

(Initials _____)

10. Cleaning /Clean-up:

The Guilgal French Seventh-Day Adventist Church and associated facilities will be delivered professionally cleaned to the renter(s). The renter(s) and the Event Representative from Guilgal French Seventh-Day Adventist Church will go through an inspection checklist together before the event and after the event. The renter(s) is/are expected to return the space in the same condition as received. Professional Cleaning services will be provided by Guilgal French Seventh-Day Adventist Church at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the end of the rental period:

- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and put trash in the dumpster (southwest corner of the property)
- 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 that was brought by your group.

(Initials _____)

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

11. Smoking:

No smoking is allowed anywhere on the property of the Guilgal French Seventh-Day Adventist Church (including buildings, grounds, and parking lot). Guilgal French Seventh-Day Adventist Church is a smoke-free facility. **This rule will be strictly adhered to.**

(Initials _____)

12. Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of the Guilgal French Seventh-Day Adventist Church (including buildings, grounds, and parking lot). This facility is a non-alcoholic facility. **This rule will be strictly adhered to.**

(Initials _____)

13. Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of the Guilgal French Seventh-Day Adventist Church (including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

(Initials _____)

14. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. Guilgal French Seventh-Day Adventist Church 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 fourteen (14) days prior to the event. If a private catering service is used for the event, the caterer must furnish all equipment (e.g. dishes, silver, table cloths, etc.) and remove immediately after the event. All meat that is served must be "clean" meat. Storing of catering equipment is not permitted. Caterers must be licensed and insured and proof must be provided at least 7 (seven) days prior to the date of the event.

(Initials _____)

15. Decorations:

The following rules are applied and must be followed by all renter(s):

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, not exposed to the elements.

(Initials _____)

16. Parking:

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

(Initials _____)

**GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT**

18. Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).
Streaming packages available for a prearranged fee.

(Initials _____)

Non-Members Rate:

The minimum amount that non-members must donate in order to rent the spaces are as follows:

SANCTUARY (up to 8 hours):	\$800
FELLOWSHIP HALL (up to 8 hours):	\$1200
SANCTUARY & FELLOWSHIP HALL (full day):	\$2000
(This fee includes <u>20</u> tables, <u>200</u> chairs and black tablecloths)	

COVID RESTRICTED TO 100 PERSONS MAX SOCIAL DISTANCING AND MASK WILL BE REQUIRED

GUILGAL FRENCH SEVENTH-DAY
ADVENTIST CHURCH
RENTAL AGREEMENT
FEES

<u>SPACES BEING USED</u>	<u>AMOUNT</u>
• SANCTUARY	\$ _____
• FELLOWSHIP HALL	\$ _____
• SANCTUARY & FELLOWSHIP HALL	\$ _____

Total Amount (including security deposit): _____

Guilgal French Seventh-Day Adventist Church may not be used for any unlawful purposes.

Guilgal French Seventh-Day Adventist Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Guilgal French Seventh-Day Adventist Church cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initiated by all parties hereto.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to Guilgal French Seventh-Day Adventist Church and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Guilgal French Seventh-Day Adventist Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the premises at the discretion of the Guilgal French Seventh-Day Adventist Church

Renter(s) Date

Guilgal Representative Date