



Application and Contract for use of Facilities REHOBOTH CHURCH OF GOD

1170 Blue Hills Avenue, Bloomfield, CT 06002

Web address: www.bluehillscog.org/Phone: (860)242-8335/Fax: (860)242-2066

The Church holds its grounds and buildings in trust for the mission of Jesus Christ. When that mission allows, we seek to make the facilities available to the Rehoboth Church of God Family community groups and Organizations whose needs and purposes for use are compatible with the Ministry of Christ and policy of the Church.

SECTION I - GENERAL INFORMATION

Name of Organization/Contact Person _____

Address _____

City _____ State _____ Zip _____

Phone Number (s) _____

Email Address _____

Date of use _____ Begin Time _____ Ending Time _____

SECTION II - EVENT INFORMATION

Purpose of Event (*provide brief explanation*) _____

Number of people expected _____ Open to the Public? Yes /No

Is there an admission charge? Yes /No If Yes, how much? _____

Will refreshments be served? Yes /No

Tables and/or chairs needed? Yes /No

Other details, special needs or requests: _____

Rental Space

<u>Rental Space</u>	<u>Capacity</u>	<u>Price List</u>
<input type="checkbox"/> Sanctuary	920	\$1,000.00
<input type="checkbox"/> Chapel	300	\$500.00
<input type="checkbox"/> Multi-purpose room	300	\$500.00
<input type="checkbox"/> Sunday School Classroom	200	\$200.00
<input type="checkbox"/> Meeting Room	15	\$100.00

Equipment Needed

- Microphone
Projector
Other: _____

Total Fee Due \$ _____

Deposit Received \$ _____

Final Payment: Yes /No

SECTION III - APPROVAL/DENIAL

Rental approval /Rental Denial

Reason for Denial: _____

Signature of applicant indicates acceptance of the church building use, procedures and rules.

Applicant's Signature _____ Date _____

Church Administrator _____ Date _____

Fees

A Security deposit of \$1,000 is required. This amount will be refunded after the event and inspection of the Facility, is completed and it is determined that no damages occurred, and if all other requirements are met (see **Inspections and Remedies**). All rental costs must be paid in full, at least one week prior to the event.

Hourly rental fees for Security Personnel (\$20 per hour)

Hourly rental fees for: Sound Manager (\$20 per hour) after 5 hours the set fee is \$225

Audio Visual Manager (\$20 per hour) after 5 hours the set fee is \$225

This payment should not be included with the rental fee payment. It should be made separate form to be given directly to those individuals. For check payments the names will be provided.

Required Services: (Custodial and Facility Management services are included in the rental rate)

Cancellations

A three (3) weeks notice is required for all cancellations. Failure to comply will result in a deduction of 50% of the deposit amount. All checks/money orders should be made payable to: Rehoboth Church of God. It is expected that all fees will be paid two weeks prior to your function. If the cancellation is due to weather or natural causes Rehoboth Church of God will work with the Renter/Client to reschedule the event or return the deposit.

Termination of Event

If the church determines that the renter is engaged in a willful, offensive act of violation of any of the Rules for Use, the Church may terminate the event before the end of the rental period, retain the security deposit and all paid fees, and suspend the Renter's privilege to rent church facilities again.

Inspections and Remedies

The Church will conduct a post-use inspection of the facilities and prepare a report that will note any breaches of agreement and related deductions from the security deposit, if any. The Church will mail the security deposit, less deductions, to the Renter within 3-5 days after the event. However, if damages exceed deposit amount the Renter will receive notification of balance due to Rehoboth Church of God within 30 days.

Rental Usage

Renters must discuss their programs and/or events in detail with the Church Administrator, prior to renting the facility. The building will open at least one hour prior to the scheduled event or according to the rental arrangements as stipulated. An individual from the renting organization/group must be present when the building is opened for initial inspection and at closing for inspection. Renters are required to stay in the areas which they have reserved.

Decorations

The removal of furniture of any type is not permitted, unless discussed with the Church Administrator. The Podium must not be removed. The use of tapes of any kind, push-pins, nails, screws, staples, fasteners will not be permitted on the Podium, chairs, floors, tables or walls of the facility.

Insurance Rider

Rehoboth Church of God requires from each renter an insurance rider before the rental agreement is completed. The insurance certificate should have the following coverage: bodily injury limits of liability at least One million dollars (\$1,000,000); Property damage coverage limits of liability one million dollars (\$1,000,000). These limits of liability will cover all attendees to the event put on by the renting organization/group/individual and will hold Rehoboth Church of God harmless from any liability, cost or expense in connection or growing out of any claims whatsoever for injury, death, loss or damage to any person or property as the case may be arising from or connected with this event.

Hold Harmless Agreement

User agrees to save and hold the church harmless in all respects from liability, responsibility or loss resulting from their use of the facilities and further agrees to reimburse the church for any and all expenses incurred by them for their use of the facilities.

Code of Conduct

Activities and behavior should be in a manner befitting God and Rehoboth Church of God standard. No smoking is allowed in church facilities or on the grounds. Profanity or coarse language is not permitted; no illegal drugs, no consuming of alcoholic beverages, no gambling, no improper dancing and no presence of unauthorized firearms/weapons or explosives are allowed on church property. Parents or caregivers that bring children into the facility are responsible for monitoring their activities and regulating their behavior. Failure to comply will result in termination of the contract and your deposit will not be refunded.

Review of the above Contract

Rental approval /Rental Denial

Reason for Denial: _____

Rental Fee: \$ _____
Other Fee: \$ _____
Total: \$ _____