

RIVER OF LIFE MINISTRIES

24600 Lakeshore, Euclid Ohio 44123

Phone: (216) 731-8148

CHURCH FACILITY RENTAL AGREEMENT

Nominal building use fees will be used toward maintenance and operation of the facilities.

1. Requests for use of facilities and equipment must be in writing on an application form provided by the Church and submitted to the Church office for review and approval.
2. Scheduled meetings and events of the Church are given priority. Approved use of facilities by outside groups will be entered on the Church calendar by Church office staff only.
3. **Requests for use of facilities must be made no less than 30 days preceding the event.**
4. Firm commitment of approved facility use will not be made more than 30 days in advance. Tentative approval may be given earlier, but a firm commitment is subject to the 30-day limitation.
5. All approved groups meeting at the Church may have to secure parking facilities off premises. Limited handicapped parking may be available on Church property.
6. A deposit equal to 50% of the Building Use Fee will be made at the time of approval by the Church of an Application for Use of Facilities Agreement. Balance of Building Use Fees. This deposit will be applied to the Building Use Fees. A refundable cleaning/damage deposit must be received no later than three (3) business days prior to the event. Long term groups may pay on a monthly basis. Frequency of use may be considered by the Pastor / Executive Board when determining Building Usage Fee. Checks are to be made payable to River of Life Ministries.

River of Life Ministries sees, respects and loves our building as an expression and an extension of our mission and ministries in our larger community, and city.

If you have any questions, please contact the River of Life Ministries (216) 731-8148

_____ I have read and agree to these policies.
(Initial)

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RULES AND REGULATIONS GOVERNING USE OF THE CHURCH FACILITIES

1. Any organization who's Application for Use of Facilities Agreement accepted by the Church must provide the Church with a Certificate of Insurance indemnifying and holding harmless the Church and its representatives no less than 14 days after application is approved. Failure to provide Certificate of Insurance will nullify approval of building use.
2. Any organization whose Application is accepted by the Church must submit a deposit equal to 50% of the Building Use Fee upon approval of their application. If Applicant notifies Church of cancellation more than 14 days prior to the Event, 100% of the deposit will be refunded. Cancellation by the Applicant within 14 days of the Event will result in 50% of the deposit refunded. Cancellation by the Church will result in a full refund of the deposit.
3. Upon approval of the Application by the Church, Applicant will submit balance of Building Use Fee no later than three (3) days prior to the Event. Simultaneously, a refundable cleaning/damage deposit of \$100 for groups of 25 or more will be due. Failure by Applicant to submit these deposits will be grounds for the Church to cancel the Event.
4. Applicant understands that should the use of the facilities by its organization cause additional expense beyond normal usage of Church facilities (such as, but not limited to, extensive cleaning, additional refuse collection, or repairs to the Church facilities or equipment, as determined by the Church or its representative(s), the cleaning/damage deposit will be retained by the Church, and Applicant will be charged for any additional expenses beyond the \$100 deposit. Applicant agrees to pay this amount within five (5) business days upon receipt of notice, with documentation, from the Church.
5. Applicant agrees that the Church or its representative(s) may monitor Applicant's approved use of Church facilities, and Applicant agrees to comply promptly with any request or directive made by the Church or its representative(s) relative to Applicant's compliance with the terms of the approved Application.
6. Applicant must furnish own supplies (cups, plates, napkins, utensils, food, non-alcoholic beverages and coffeepot).
7. If the Applicant requires, and is issued, a key to the Church, a deposit of \$50 is required. If the Applicant fails to return the Church key within 2 business days following the Event, the Church will retain the Key Deposit made by Applicant.
8. Applicant understands the Agreement must be approved by the Church and/or its representative(s) prior to use of the Church facilities.

If you have any questions, please contact the River of Life (216) 731-8148

_____ **I have read and agree to these rules and regulations.**
(Initial)

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APPLICATION FOR USE OF FACILITIES AGREEMENT

The undersigned represents that he/she is a duly elected and constituted member of the undersigned organization, and is authorized to make this application on behalf of the undersigned organization and the individual members thereof. In consideration of being permitted to use the premises of the River of Life Ministries (the Church) as requested herein, it is agreed that the undersigned individual and the undersigned organization and the individual members thereof, jointly and severally shall:

1. Be liable for any loss of or damage to any property of the Church resulting from the use of the Church premises by the undersigned organization or any of its members, and
2. Indemnify and hold harmless the Church and its members from any liability or loss on account of any injury to any person or any damage to any property arising out of or resulting from such use of the Church premises.

The undersigned further agrees to abide by the rules, regulations and policies governing the use of the Church premises prescribed by the Executive Board, a copy of which is attached hereto, and hereby make a part thereof. This agreement, when properly executed, constitutes a mere license, not a lease.

Date of application _____ Certificate of Insurance received _____

Date

Name of organization _____

Address _____ City _____ State _____ Zip _____

Name of representative (print) _____

Title _____ Phone _____ FAX _____

Please give a brief description of your organization _____

What type of activity/event is planned for use of the Church's building? _____

Day & Date(s) needed _____ Hours _____ to _____

(Include set-up & clean-up)

Anticipated Attendance _____

Facilities Use Agreement and Building Use Fees

Check Facilities desired:

Rental Fees

HQUVGT HALL

1-4 hour rental

_____ Hall Only	\$ 300.00
_____ Hall with Kitchen	\$ 500.00
_____ Only Kitchen	\$ 200.00

ADMINISTRATION AREA

_____ Board Room	\$ 175.00
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_____ SANCTUARY (no food or drink allowed)	\$ 800.00
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Refundable cleaning/damage deposit due with final payment of Building Use Fee	\$ 100.00
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Key Deposit, if required	\$ 50.00
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Room set-up fee	\$ 90.00
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**A deposit equal to 25% of the Building Use Fee must be submitted upon approval of Use of Facilities Agreement.
This deposit will be applied to the Building Use Fee. The balance of the Building Use Fees and a refundable cleaning/damage deposit must be received no later than three (30) business days prior to use of building.**

All groups are to provide their own food, drinks, paper goods, etc. Only non-alcoholic beverages are allowed.

Signature of Applicant/Authorized Representative Date

Approval by Pastor / Executive Board Date

Circle one: In Person Phone Email

**The original of this agreement shall be maintained in the Church office and a copy provided to the applicant.
If you have questions, please contact the River of Life, (216) 731-8148**

FOR OFFICE USE ONLY

Building Use Deposit Received _____ (Date) Initialed Pages Received _____ (Date)

Balance of Building Use Fee Received _____ (Date) Key Deposit Received _____ (Date)

Cleaning/Damage Deposit Received _____ (Date) Cleaning/Damage Dep.Returned _____ (Date)