

# NEW ERA CHURCH

## Rental and Facility Use Agreement

*Please Print:*

THIS AGREEMENT IS ENTERED INTO AS OF \_\_\_\_\_, 20\_\_\_\_ BY AND BETWEEN,

NAME / ORGANIZATION: \_\_\_\_\_

PERSON RESPONSIBLE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CITY/STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ (Home) \_\_\_\_\_ (Other)

E-MAIL: \_\_\_\_\_

**PURPOSE FOR WHICH FACILITY IS BEING USED:**

New Era does not rent its facilities for any fee-based events. i.e. no cover charge or other monetary exchanges may be made during events.

PURPOSE OF RENTAL \_\_\_\_\_

DATE OF RENTAL \_\_\_\_\_ START & END TIME \_\_\_\_\_

The facilities are available from 10:00 A.M. to 8:00 P.M.

ESTIMATED TOTAL ATTENDANCE \_\_\_\_\_

**Areas below are available for rentals in four-hour increments. These are the ONLY areas available for rental. If your planned event is longer than four hours, an additional rental fee is due.**

**MEMBER FEES FACILITIES REQUESTED W/ COST:**

- |   |  |
|---|--|
| <input type="checkbox"/> OVERFLOW ROOM - \$300                      | <input type="checkbox"/> IGNITE STUDENT CENTER - \$500   |
| <input type="checkbox"/> KITCHENETTE – 2 <sup>nd</sup> FLOOR - \$50 | (Must use Ethel Street entrances.)                       |
| <input type="checkbox"/> CLASS ROOM - \$50 per room                 | <input type="checkbox"/> KITCHEN – IGNITE CENTER - \$100 |
| <input type="checkbox"/> SOUND/MULTIMEDIA - \$125                   | <input type="checkbox"/> LICENSED OFFICER - \$200        |

**NON- MEMBER FEES FACILITIES REQUESTED W/ COST:**

- |  |  |
|--|--|
| <input type="checkbox"/> OVERFLOW ROOM - \$600                       | <input type="checkbox"/> IGNITE STUDENT CENTER - \$750   |
| <input type="checkbox"/> KITCHENETTE – 2 <sup>nd</sup> FLOOR - \$100 | (Must use Ethel Street entrances.)                       |
| <input type="checkbox"/> CLASS ROOM - \$100 per room                 | <input type="checkbox"/> KITCHEN – IGNITE CENTER - \$200 |
| <input type="checkbox"/> SOUND/MULTIMEDIA - \$125                    | <input type="checkbox"/> LICENSED OFFICER – \$200        |

***New Era Church will not be liable for any injury sustained on the premises during the rental activity.***

## **Guidelines for Rental of New Era Church Facilities:**

1. All rentals are not secured until application & payment is submitted to church office.
  2. All persons wishing to reserve the use of the building must sign this contract. Please remember that your signature on this contract constitutes responsibility for the attendees of your function, as well as any third parties you might engage to serve at your function.
  3. All persons must stay within in the designated area per your contract.
  4. All persons applying for the rental of the facility must be at least 21 years of age.
  5. Children must be supervised at all times.
  6. No nails, tacks, screws, staples, glitter, confetti, nor paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, its electrical system, carpeting, walls, furnishings or surroundings.
  7. No propping of any of the facilities doors.
  8. Only table top and freestanding decorations are permitted. Any candles must be contained in glass holders for safety and to protect surfaces.
  9. Smoking or Alcohol is not permitted anywhere in the building or on the premises.
  10. For emergencies – all problems must be reported to church personnel. Please call the church office the next business day to report the incident.
  11. New Era Church is not responsible for damage to or loss of items left at the church. The customer is responsible and shall reimburse New Era Church for any damages, loss or liability incurred due to the presence of the customer's guests or any person or organization contracted to provide any service or goods before, during or after the function.
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**Contract Agreement:**

I, the undersigned, understand that damages to the building or property of New Era Church caused by myself or my guest are my responsibility, and I have read and understand my responsibilities surrounding this contract and agree to see that my organization or group abides by its guidelines in using New Era Church.

Application Date \_\_\_\_\_ Signed by \_\_\_\_\_

Payment: All payments are due 30 days prior to event.

Cancellation Policy: Cancellation must be made at least 2 (two) weeks prior to rental date or a cancellation fee of \$100 will be accessed.

**OFFICE USE ONLY:**

Date Approved \_\_\_\_\_ Approved by \_\_\_\_\_

Total Fee for Rental \$ \_\_\_\_\_ Damage Fee \$ \_\_\_\_\_

Amount received \$ \_\_\_\_\_ Initials/Date \_\_\_\_\_

Custodial Fee \$ \_\_\_\_\_ Other Personnel Fee \$ \_\_\_\_\_