

**Rock Grove A.M.E. Zion
Rental Agreement for Church Facilities**

DETAILS REGARDING THE EVENT:

Person (s) Responsible: _____

Address: _____ **Home Phone:** _____
_____ **Work Phone:** _____

Date (s) of Activity: _____

Type of Activity: _____

Decoration Date & Time: _____

Room (s) to be used: _____

FOR ROOMS: **Non-Member**

Sanctuary \$500.00

Fellowship Hall \$500.00

Burial Fee \$1,500.00

..... **For Office Use Only**

Amount of Deposit: _____ **Date Received:** _____ **By:** _____

Fee (in full) due on: _____ **Received:** _____ **By:** _____

Rental Contract Rules for Church Facilities

1. The individual signing the Rental Agreement is responsible for reading and signing this contract prior to the event. All arrangements for use and all payments should be made through the church office.

2. You may decorate tastefully, in consultation with the pastoral staff, church elder, trustee or wedding coordinator. Set up of tables and chairs is your responsibility and should be returned to the proper location in which they were found. All areas used should be left in an orderly condition.

3. The church refrigerators and appliances are available for use **IF** the kitchen is rented and will only be operated by a member of the church.

4. The audio/video equipment will be available for use **IF** the Sanctuary is rented and will only be operated by a member of the church.

5. There will be **NO** alcoholic beverages, smoking, in the church facilities.

6. Any beverage or food spilled on the ground or carpeting is to be cared for properly. Should specialty cleaning be required, this will be an additional charge.

7. All food and decorations are to be removed by the party or responsible persons **BEFORE** leaving the premises. All trash should be removed to the dumpster.

8. The person signing the Rental Agreement is responsible for any damages to the church property or equipment (fees will be determined based on damages).

9. A \$50.00 custodial deposit fee shall be due upon scheduling of the building. The deposit amount will be refunded the Sunday following the event, upon satisfactory inspection of the building by church personnel.

10. Only the areas reserved and paid for in advance are allowed to be used.

11. Fees are to be paid **IN FULL** 30 days prior to the date of the event.

I (We) verify that I (We) have read and agree to the contract rules and fees for use of the Rock Grove A.M.E Zion church facilities.

Signature (s): _____
Today's Date: _____