

**RENTAL AGREEMENT
FOR USE OF THE M.H. NEWTON FAMILY LIFE ENRICHMENT CENTER**

FEES/GUIDELINES/RULES OF CONDUCT

CHURCH MEMBERS

- ✓ FAMILY REUNIONS \$450.00 (4 HOURS)
- ✓ WEDDINGS & RECPTIONS

NON-MEMBERS:

- ✓ FAMILY REUNIONS \$450.00 (4 HOURS)
- ✓ WEDDINGS & RECEPTIONS

FOR PROFIT EVENTS

\$600.00 (6 HOURS)
(Includes setup and
take down time)

Members and Non-Members must pay a deposit of one hundred dollars (\$100.00). The Gospel concert promoters need to pay a deposit of three hundred dollars (\$300.00). The deposit fee will be returned if no damage or breakage occurs. If breakage or damage occurs and is over the deposit paid, the persons using the facilities must pay the additional cost. The person signing the lease to use the facility is responsible for paying all charges and for all damage.

KITCHEN: additional \$125.00

The kitchen and prep area must be cleaned and returned to the original state by the persons signing this contract, or you may pay the custodian a fee of \$40.00 for clean up. Rental of the kitchen utensils is an additional \$25.00.

GUIDELINES/RULES:

1. A person will be in charge to supervise all activities
2. Only non-alcoholic beverages may be used or served.
3. No smoking
4. No dancing (Praise dancing is allowed)
5. No rock and roll, hard rock, punk rock, or rap music is allowed
6. Deposits for facilities must be paid when application for use of the facility is turned in.
7. All fees for use of the facilities must be paid at least 24 hours before use of the facility.
8. Eating is prohibited in The Family Life Center unless approved by the director.
9. Only removable transparent tape/packaging tape may be used on walls and painted surfaces (scotch tape must not be used).
10. The facilities must be cleaned and returned to the original state by the person/persons signing the contract
11. The director must inspect facilities before approving refunds.

12. Refunds may be picked up at the center office within 48 hours after the event if **NO DAMAGE HAS OCCURRED.**
13. It is important that you end your event on time. If you are not out of the building when you are scheduled to leave there is an **additional charge of \$300.00 per hour.** If you go beyond one hour you will be charged at a rate of **\$100.00 every 15 minutes.**
14. When scheduling your event make sure you include sufficient time to clean up. If there is trash left in the building, you will be charged \$100.00.

ADDITIONAL RENTAL ITEMS:

| | |
|-------------------------------------|------------------|
| 1. Wall Skirt | \$150.00 |
| 2. Chair Covers | \$2.00 ea |
| 3. Round tables (seats 8-10) | \$1.50 ea |
| 4. Linen table clothes | \$7.00 ea |
| 5. Linen napkins | \$1.00 ea |
| 6. Dinner & salad plates | .50 ea |
| 7. Flatware (forks, spoons, knives) | .25 ea |
| 8. Table center pieces | .25 ea |
| 9. Ice Tea Goblets | .25 ea |
| 10. Waiter Trays | \$2.50 ea |
| 11. Waiter Tray Stand | \$5.00 ea |

***Any item that is returned damaged, the renter is responsible for full replacement of that item.**

Clean up fee for tableware is **\$100.00** for up to 200 and **\$50.00** for each additional 50 used. This fee covers the cost of washing and re-sanitizing tableware.

Number of Equipment Needed

- ✓ Table _____ Specify Table Arrangements _____
- ✓ Head Table _____ Number of Chairs _____
- ✓ Microphone _____
- ✓ Podium _____
- ✓ Projector _____
- ✓ Other _____

Will concession area be needed? Yes _____ No _____

APPLICATION FOR RENTAL OF THE M.H. NEWTON FAMILY LIFE CENTER

Name of Organization_____

Type of Organization Or Event_____

Mailing Address_____

Name of Person Responsible for Event_____

Address_____

Phone(Day)_____ (Night)_____

DATE OF REQUEST_____

Entry Time_____ Exit Time_____ Total Hours_____

Number of Equipment Needed

- ✓ Table_____ Specify Table Arrangements_____
- ✓ Head Table_____ Number of Chairs_____
- ✓ Microphone_____
- ✓ Podium_____
- ✓ Projector_____
- ✓ Other_____

Will concession area be needed? Yes_____ No_____

Note: All kitchen equipment and utensils are to be cleaned and placed in its designated storage area prior to leaving the premises. All food items are to be removed from the concession area and garbage bagged and placed in designated outside receptacles. (Large green dumpsters in the rear of building.)

I HAVE READ AND UNDERSTAND THE TERMS OF THIS LEASE AGREEMENT AND BY AFFIXING MY SIGNATURE TO THE DOCUMENT AGREE TO ABIDE BY ALL TERMS AD CONDITIONS SET FORTH ABOVE.

SIGNATURE _____ **DATE** _____

DEPOSIT PAID _____ **DATE PAID** _____

RECEIVED BY _____
(SIGNATURE)

APPLICATION SHOULD BE PREPARED IN 2 COPIES. ORIGINAL TO GROUP LEASING, COPY TO FILE.