

CONTRACT FOR RENTING MT. MORIAH CHURCH

As approved by the Pastor and Executive Board of the

Mt. Moriah Church
500 Hannah Street
Forest Park, IL 60130
(708) 689 8312

The Mt. Moriah Baptist Church of Christ, Forest Park, IL (hereafter known as "CHURCH" is pleased that you are considering this use of our church building for your affair. For the Mt. Moriah family, our building is sacred and is used for us to praise, worship and serve our Lord and Savior, Christ Jesus. Therefore, even though we are pleased that our sanctuary could serve as a place for your affair, we reserve the right to deny the rental of our complex if your affair is not in line with the message and ministry of Jesus and /or if you object to any of our church rental conditions list below.

Consequently, you need to review the following conditions under which the CHURCH sanctuary could be made available, and if you are in agreement with these conditions, please work with the CHURCH'S Administrator to finalize this contract and reserve your date. Below is the list of conditions under which the CHURCH will made its sanctuary available and these conditions must be followed unless the pastor has given written approval to waive and /or change them.

A. INITIAL CONSULATION

Is required that the perspective leaser meet with CHURCH personnel and/or the pastor before this contract can be signed. The purpose of this session is to ensure that the planned activity is one for which the CHURCH desires to rent its sanctuary. This initial session is not to be confused with the CHURCH'S sanctioning of the event and/or approval to use our facility. The sole purpose of this session is for the CHURCH to meet the event's sponsor and/or promoter and for that party to explain fully the events, its details, and the manner in which the CHURCH's facilities would be used. The CHURCH's will schedule this meeting so that the CHURCH can advise you of whether or not we are inclined to lease the facility.

B. USE OF CHURCH/PSTOR'S NAME

Assuming that the CHURCH and the prospective leaser come to terms and the CHURCH's facility is made available for the affair the CHURCH understands that its name and address could be used for promotion purposes. If the CHURCH's name is used for promotion purposes, the advertisement must be pre-approved by the CHURCH. Moreover, since the affair is not a CHURCH affair, but simply being held here, under no circumstance is the "pastor's" name to appear on any verbal or printed ad. The administrative secretary or designated CHURCH personnel will serve as your point of contact for advertising questions and/or approval.

C. EVENT PARKING

For all events held at the CHURCH, parking is available around the CHURCH except on ADAMS Street on the north side of the street. "Note violator's will be ticketed and or towed at the owner's expense." The CHURCH does not provide security for any parked vehicles, nor is responsible for any patron's parking violations. UNDER NO CIRCUMSTANCES is parking on the CHURCH grasses and/or sidewalks allowed. For violations there will be a fee assessed of \$200.00 per vehicle parked in such fashion.

D. CHURCH FURNITURE

For all events held at the CHURCH, the CHURCH does not allow its sanctuary furniture to be moved without prior written consent from the pastor or designated CHURCH representative. The CHURCH will assesses \$250.00 for any furniture that is moved without written consent. Moreover, if any CHURCH furniture is damaged as a result of this event, the leaser will be assessed a \$500.00 fee to repair or replace the damaged item.

E. USE OF MUSICAL INSTRUMENTS

For all events to be held at the CHURCH, the CHURCH does not allow the use of its organ, drums, or any other instrument without prior written approval from the pastor or designated CHURCH personnel. The CHURCH will assess a fee of \$250.00 for any instrument used without written consent. If any an instrument is damaged, the leaser will be assessed a \$500.00 fee to be used to repair and/or replace the damaged item.

F. MICROPHONES

For all events to be held at the CHURCH, the CHURCH does not provide its media (i.e., audio and video) services unless these have been requested in writing by the leaser and approved in writing by the pastor or designated CHURCH personnel. If these services are needed, the CHURCH would assess a five hundred (\$500.00) fee for any damages. Moreover, the CHURCH is not responsible for any sound and /or video defects.

G. SPACE LEASED

The contract entitles the leaser to the CHURCH's main sanctuary and washrooms. It **does not entitle the leaser and/or any of his/her party** to any other space in this CHURCH without prior written approval from the pastor and/or CHURCH representative. Moreover, the CHURCH will assess a fee of \$250.00 for any other room used by the leaser and/or leaser's event without written consent. The rental fee for Sanctuary and the dining area is \$850.00 for both, if you choose the Sanctuary only the cost shall be \$500.00. The rental for the lower level only is \$100.00 per hour.

H. DECORATIONS

Decorations are allowed, but must be approved no later than one week prior to the event by the CHURCH's personnel. You may only secure ribbons to the pews using masking tape. All other means of securing ribbons (i.e., othertapes, adhesives, tack, etc.) will damage the CHURCH's furnishings, and are therefore not allowed. Decorations are not allowed on the sanctuary walls. Please feel free raise any questions with the CHURCH's personnel early on so that you will know what is allowed and what is not.

I. HOLD/HARMLESS LIABILITY RELEASE CLAUS

In consideration of the CHURCH allowing its building to be used by the leaser, the leaser hereby releases, forever discharges, and agrees to hold harmless the CHURCH, its pastor, officers, agents, employees and members from any and all liabilities, claims or demands for personal injuries, sickness or death as well as property damages and expenses of any nature whatsoever which may be incurred by the leaser that occurs while said leaser is using the CHURCH facility. The leaser further hereby agrees to hold harmless and indemnify said CHURCH, its pastor, officers, agents, employees and members for any liabilities sustained by the said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto. In addition should there be a claims made toward our insurance the leaser agrees to pay the deductible of \$1,500.

J. FEES

A schedule of fees is attached. All final fees must be paid 30 days prior to the scheduled event date. Failure to pay in full as advised will result in cancellation of your event and the forfeit of your deposits. Only your initial deposit can be paid via the form of personal check. The final payment must be in the form of cash, money order or bank check.

Cost for the church and/or lower level are as follows:

	3 Hrs.	6 Hrs.	9 Hrs.	1 Day	2 Days
Church					
Lower Level					
Church/Lower Level					
Clean up					

The CHURCH, after the initial consultation will make the determination of the type of event and as a result which fee structure applies. All of the above fees are to be paid to the CHURCH. The deposit **must** accompany the signed contract. If all of the aforementioned guidelines are met, the deposit will be refunded by mail check within (15) days after the event. If there are contract violations, the fees for such will be taken from the deposit and the balance refunded. If the fee balance exceeds the deposit, then an invoice will be mailed for the incurred fees.

I have read and understand the aforementioned CHURCH guidelines and policies. My signature constitutes my agreement to abide by them.

Name _____

Organization _____

Title or Role _____

Address _____

City, State, Zip Code _____

Telephone # _____ Email _____

Date of Event _____

Start Time _____ End Time _____

Signature _____ Date _____

CHURCH Representative _____

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Name of Organization/Church _____

Deposit paid \$ _____

Amount of Event \$ _____

Amount paid \$ _____

Balance Due \$ _____

Signature of Leaser _____

Signature of Church Official _____

Method of Payment

Cash	Check No.	Bank Check No.	Money Order
\$	\$	\$	\$