

King of Peace MCC
6085 Park Blvd
Pinellas Park, FL 33781

Church Rental Agreement

Name of Renter _____

Address _____

Contact number _____ Alternate number _____

Type of Function _____

Date and time of event _____

Check-in date/time _____ Check-in date/time _____

Number of Guests Expected _____

This agreement is made by and between the above-named party/parties, hereinafter referred to as "renter(s)" and King of Peace MCC, good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Occupancy:

The maximum occupancy for the Sanctuary is 180. The maximum occupancy for the Fellowship Hall is 117.

The total number of persons attending any event must be within the occupancy load listed above to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all the security/damage deposit.

Deposits/Payments:

All fees, including deposits, shall be paid in cash, check, and/or money order. Any checks not honored by the bank (returned checks) may result in cancellation of the event, unless deposit and rental fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). Furthermore, any charges incurred by King of Peace MCC due to returned checks must be paid by the renter(s) within 30 days of notice.

Damages:

The security/damage deposit is fully refundable, providing the facility is returned in the same condition as received. To ensure this, there will be a pre and post-event on-site inspection. Renter(s) and King of Peace MCC representative shall receive a copy of the contract, including inspection reports, signed by both parties. Any damages incurred while facility is in the care, custody and control of the renter(s) will be deducted from the security/damage deposit.

The \$200.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by King of Peace MCC until completion of post event inspection. If no damages incurred, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is any loss or damage, renter(s) shall forfeit the security/damage deposit, in part or in whole. Renter(s) shall be notified in writing of any damage, as well as, the forfeited damage amount. Additionally, the renter is responsible for any damage that exceeds the amount of the \$200.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned with their event. Failure to comply and/or cover expenses exceeding the \$200.00 will result in you forfeiting any future use and/or rental of the facility. Failure to comply may further lead to legal action.

Set-Up Time:

The renter(s) will be allowed one (1) hour of set-up time prior to the event (on the day of the event only). A \$25.00 per hour set-up fee will be charged if the renter(s) request set-up time on days other than the date of the event (i.e.: if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 per hour additional charge).

Cleaning/Clean-up:

The renter(s) is expected to return them in the same condition as received. The following general cleaning is required at the conclusion of the rental. No cleaning services are provided during the event. If additional cleaning is required following the event, the renter will be assessed a "professional cleaning charge" and may forfeit the \$200.00 security/damage deposit in part or in full.

The following general cleaning is required at the conclusion of the rental:

1. Pick up all trash both inside and outside of the building.
2. Bag all trash and place it in the dumpster.
3. Put clean trash liners (bags) in trash cans.
4. Wipe down all tables and countertops.
5. Remove all decorations, balloons, and other party materials.
6. Remove all food and other items from the kitchen and refrigerator used for your event/group.

Smoking:

King of Peace MCC is a smoke-free facility. No smoking is allowed anywhere on the property (including buildings, grounds, and parking lot). This rule will be strictly adhered to.

Alcohol:

The renter is responsible for any and all liabilities arising from consuming alcoholic beverages on the premises. The renter must adhere to all Florida State and Federal laws at all times.

Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of King of Peace MCC (including buildings, grounds, and parking lot). This rule will be strictly adhered to.

Illegal Substances:

Illegal substances are prohibited from anywhere on the property of King of Peace MCC (including buildings, grounds, and parking lot). This rule will be strictly adhered to. We reserve the right to report any illegal activity to the authorities.

Catering:

The renter is responsible for making his/her own arrangements with the catering provider. King of Peace MCC requires a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

Decorations:

The following rules are applied and must be followed by the renter:

1. No staples, thumb tacks or nails in furniture or on the walls
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area.

Hours: The available hours for access to the facility will be no earlier than 9:00 a.m. and the facility must be vacated by the prearranged time. We will consider making the facility available to accommodate your schedule as much as possible.

Use of Facilities:

1. The renter will be responsible for setting up the event. The church will not be responsible for any personal items brought in for use. The church will not be held responsible for such items if lost, stolen or damaged. King of Peace MCC will not store any of the above items for any amount of time.
2. If any furniture is to be moved, it must be cleared through the Pastor or the Executive Administrator and moved only by the Custodian or other designated personnel.
3. No confetti, birdseed, rice or comparable materials are to be distributed or thrown on the church property.
4. Only dripless candles are to be used. No matches are to be used.
5. Alcoholic beverages are allowed in the Fellowship Hall with proof of liability insurance.
6. Flash photography is allowed. Videographers are allowed. Photographers should never cover any items of furniture or stand on any items of furniture in the church.
7. You should advise all parties and participants, in advance, concerning all of these guidelines so that they understand your responsibilities and theirs. We at King of Peace MCC wish to deal with you and your organization in love and grace, but we also must ensure that our personnel and our facilities are treated with dignity and respect.

Guidelines Concerning Procedure:

1. The Custodian or designee is vitally important to all aspects of your function. He/she will lock and unlock entrances at designated times, turn on and off lighting in the facilities, as well as the AC/heat. The Custodian or designee will not be responsible for setting up or cleaning up any items that do not belong to King of Peace MCC. We encourage you to leave our facilities in a respectable condition or as you found them.
2. The Technician is optional. If you wish to use any electronic instrument or any sound or lighting equipment, you will need to secure one of our technicians.
3. King of Peace MCC reserves the right to cancel any function or related event if there are extenuating circumstances beyond our control or if the function or event is found to be involved in activity which is deemed harmful to King of Peace MCC or its personnel. In any such case, all deposits and any other payments previously made would be refunded.

Parking:

The parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

Please note: Rental of the Sanctuary is based upon the availability of the King of Peace MCC Media Team. **Media Team members must be present and are the only authorized persons to operate the audio-visual equipment.** Unauthorized persons in the sound room is strictly prohibited.

Sanctuary:

Security Deposit	\$200.00
Usage Fee	\$100.00/per hour
Custodian	\$20.00/per hour

Fellowship Hall:

Security Deposit	\$200.00
Usage Fee	\$100.00/per hour
Custodian	\$20.00/per hour

Staffing Honorariums:

Clergy-Holy Union/Wedding	\$150.00
Clergy-Memorial/Funeral	\$150.00
Piano/Musical Services	\$150.00
Vocalist	\$100.00/per vocalist
Custodian	\$ 20.00/per hour
Technician	\$ 25.00/per hour/per tech member

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Church Rental Contract

Consent and Release:

I have read, understand, acknowledge, and agree to abide by and follow each of the rules detailed in the King of Peace MCC Rental Agreement for the duration of the rental period.

I assume full financial responsibility for any damage incurred to the building, furnishings or grounds due to my use of the premises, or use of the premises by my officers, employees, agents, or invitees during the rental period. I also agree to pay for any damage caused due to a violation of these stated rules.

I agree to fully and promptly comply with all laws, ordinances, and regulations of any government or lawful authority having jurisdiction over the premises. I further agree to abide by all safety rules and regulations posted or stated by any staff member on duty.

I agree and understand that King of Peace MCC shall not be liable for any damages or injuries that may occur on the church property. This includes but is not limited to theft, damage to personal equipment, personal furnishings, or other personal property belonging to the renter, hired staff, guests, invitees or attendants. I agree and understand that all personal property placed on the premises during the rental period is done so at sole risk of the named renter in this contract.

I agree to indemnify and hold King of Peace MCC harmless from any and all liabilities, damages, loss, costs and expenses arising out of third party-law suits, claims of injury to persons or damage to property in connection with the activities held on the premises of King of Peace MCC.

I understand that failure to comply with any of these rules may result in the immediate cancellation of the rental agreement, the eviction of my event and possible denial of future rental requests. I also understand that failure to comply with the terms of this agreement may lead to legal action.

Terms & Conditions:

The rental cost and other fees, if applicable, for the date(s) and time(s) referenced above is \$_____. King of Peace MCC does not charge or require any gratuity charge or tip.

In addition to the rental fee, a refundable security/damage deposit of \$200.00 is required to utilize the facility. This fee is due upon contract execution. Rentals are on a first come first served basis. A date may be held for forty-eight (48) hours after the initial request is made. A duly signed contract must be secured to guarantee usage of the facility. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the deposit and other requirements set out herein. All fees/costs must be paid in full no later than seven (7) days prior to event.

Rental Applicant Signature _____ Date _____

Printed Name _____

Church Representative Signature _____ Date _____

Printed Name _____