

Living Stone Church of the Nazarene

Social Hall Rental Agreement

Address: 1111 Laurel Hill Rd, Verona, VA 24482

Phone: 540-739-2456

Website: www.livingstonenaz.org

1. RENTER INFORMATION

Name: _____

Organization (if applicable): _____

Address: _____

Phone: _____ Email: _____

2. RENTAL DETAILS

Event Type: _____

Event Date: _____

Event Time (Includes Set-up and Clean-up): From _____ To _____

Estimated Attendance: _____

Rental Option (check one):

☐ Social Hall Only (Includes restroom facilities)

☐ Social Hall + Kitchen

☐ Entire Facility (includes sanctuary, social hall, and kitchen)

3. RENTAL FEES: Base fee is for 4-hour rental, fees will increase for additional time.

Rental Type	Member Rate (Donations Appreciated)	Non-Member Rate	Deposit (Refundable)
Social Hall Only	\$	\$100 - \$200	\$100
Hall + Kitchen	\$	\$200 - \$300	\$150
Entire Facility	\$	\$350 - \$500	\$200

Total Due: \$_____

Deposit Paid: \$_____

Balance Due By: _____

Payment Method: ☐ Cash ☐ Check ☐ Online

4. RULES & RESPONSIBILITIES

1. Respect for Property:
 - Renter is responsible for any damage to church property or equipment during the event.
 - Renter agrees to be responsible for preparing for use and returning to the pre-use condition in all areas of the premises which Renter will use, including entrances and exits.
 - Renter agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will only be used if it is in a safe condition.
2. Supervision:
 - A responsible adult (21+) must be present at all times. Minors must be supervised at all times.
 - Renter agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending renter's function at the above-described facilities.
3. Kitchen Use:
 - Must bring own supplies (utensils, dishes, paper goods).
 - Clean all used appliances, counters, and sinks.
 - Remove all food and trash after use.
4. Decorations:
 - Only painter's tape may be used—no staples, nails, scotch tape, duct tape, or tacks.
 - All decorations must be removed immediately after the event.
5. Prohibited:
 - Renter agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities. This includes, but is not limited to alcohol, smoking, and illegal substances.
 - Renter agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
 - No open flames except candles on cakes.
6. Cleanup:
 - Tables and chairs must be returned to their original arrangement.
 - Floors swept, trash removed, oven turned off (if applicable), and lights turned off.

7. Security Deposit: Will be refunded within 7 business days after inspection if no damage or extra cleaning is needed.
8. Cancellation Policy:
 - This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
 - If the Owner must cancel this agreement, Renter will be entitled to any deposit Renter has paid. However, in no event will Owner be liable to Renter for any lost profits or incidental, indirect, special, or consequential damages arising out of Renter's inability to use the above-described premises, even if Owner has been advised of the possibility of such damages.
 - Cancellation within 7 days of event may result in forfeiture of deposit.
9. Non-Fee Agreement: In consideration for the benefit of using Owner's facilities, Renter agrees to abide by all of the terms and conditions of use described in this Agreement.
10. Renter agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
11. Owner and Renter agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and Renter cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

5. LIABILITY WAIVER

The renter agrees to indemnify and hold harmless Living Stone Church of the Nazarene, its staff, and congregation from any liability, injury, or damage arising from use of the facility.

Organizational Users (Other than "family" gatherings) must obtain liability insurance with a minimum liability occurrence limit of \$1,000,000. The user will provide a certificate of insurance at least 7 days prior to the date upon which the User begins to use the premises. The certificate of insurance will indicate that User has made Living Stone Church of the Nazarene an "additional insured" on User's policy with respect to the use by User of the premises.

6. SIGNATURES

Renter Signature: _____ Date: _____

Church Representative: _____ Date: _____

7. INSPECTION CHECKLIST (To be completed after event)

☐ Floors clean

☐ Tables/chairs returned

☐ Trash removed

☐ Kitchen cleaned and oven turned off (if used)

☐ No damage to property

Inspected by: _____ Date: _____

Deposit Returned: \$_____ on _____