

FACILITY USE RENTAL AGREEMENT

New Hope Christian Church, 2746 US 231 South, Crawfordsville, IN, 47933, 765-362-0098
Revised 1/2018

Scheduling and Fees

- All events must be scheduled through the church secretary at least **one week** before the event.
- Church activities and members shall have precedence over non-member rentals.
- A \$75.00 deposit is mandatory for all building rentals.
 - ◆ In the event of property damage, cleaning cost and repair costs will be taken out of the deposit. The remainder will be mailed back. Payment arrangements will be made between the rental party and the facility use supervisor for all repairs, damage and cleaning cost beyond \$75.00.
- After the date has been checked and confirmed by the secretary, a rental agreement must be signed and the deposit and all fees are due. Checks may be made payable to NHCC.
- Facility rental fees are as follows:
 - ◆ **Members:** FLC (127) & Gym Rental (128) \$40.00 (1 to 4 hours) to help cover the time to come open, be on call for emergencies, and to lock up & set alarm
Each additional hour will be \$10.00 per hour
 - ◆ **Non-Members:** FLC (127) & Gym Rental (128) \$20.00 per hour (two hour minimum)
\$100.00 per day (up to 8 hours)
Worship Center for Funeral \$20.00 per hour
- FLC & Gym Rental includes the lower level only. Absolutely no one is allowed upstairs.
- Worship Center rental requires special approval by NHCC

Guidelines

- Not responsible for accidents or injuries that should occur on our church property.
- Adult supervision (21 years old) is required at all times.
- The rental party will be responsible for set up and take down of tables and chairs.
- The rental party will be responsible for clean up (trash, vacuuming, mopping, dishes, tables, and chairs). This also includes bathroom and all outdoor areas that were used or decorated.
- Activities scheduled for a particular area are to be confined to that area.
- **NO** smoking, alcoholic beverages, offensive language, skate boarding and/or roller blading in the church building or on the church premises.
- Shirts and Shoes must be worn at all times.
- Balls are restricted to the gym floor only.
- Food and beverages, **except** bottled water, are not permitted in the Worship Center, foyer, or gym.
- No tape or tacks are allowed for decorating purposes.
- No inflatables permitted in the gym.
- No secular music.

Facility Use Supervisor

- The Facility Use Supervisor will meet you at the door to let you into the building at the time of your event.
- He/She will show you where the tables, chairs, dividers need to be put back when the party/ event is over.
- He/She will show you where the sweepers and/or cleaning supplies are located.
- He/She will come back at the end of your party/ event to check the building.
- ALL doors MUST be checked and locked before leaving the building.
- If there is no property damage, your deposit check will be mailed back to you.
- **If the Facility Supervisor returns and your event is not over at the scheduled time, you will be charged for an extra hour, \$10.00 members and \$20.00 non-members.**

I have read, understood and agree to the above printed material:

Signature: _____ Date: _____

RENTAL PARTY AGREEMENT

Name: _____ Phone: _____

Address: _____

Area Requested: _____

Rental Date: _____ Rental Time: _____ to _____

Please Check: _____ Member _____ Non-Member

FEES FOR AREA REQUESTED

- Deposit: \$ 75.00 _____ Date Received: _____
- Rental: \$ _____ Date Received: _____

Signature: _____ Date: _____

Church Representative: _____ Date: _____

DEPOSIT RETURNED: Date _____

Amount \$: _____ Check # _____