

FACILITIES USE AGREEMENT – KNAPP ST. REFORMED CHURCH

Date of Application: _____ This Facilities Use Agreement is made on this date with Knapp St Reformed Church.

Organization Name (User/ Responsible Party): _____ (must be present for entire event)

Contact Name: _____

Address: _____

Phone: _____

Name of Event: _____

Date of Event: _____ Time from _____ to _____

Saturday events must be concluded by 6pm to allow sufficient time for the custodial care of the building. DUE TO MULTIPLE USERS/RENTERS, WE ASK THAT YOU ARRANGE TO BE OUT OF THE RENTED SPACE WITHIN THE TIME ALLOTTED.

Knapp St Reformed Church has agreed to allow User to use the building located at 4025 Knapp St., Grand Rapids, MI provided that the following terms and conditions are met.

1. Insurance and Risk of Loss: User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User’s use of building. User will have Knapp Street Reformed Church named as an additional insured on User’s policy and will provide a Certificate of Insurance to Knapp St Reformed Church.
2. User agrees to hold harmless, indemnify and defend Knapp St Reformed Church from any and all liability, which may result from any person using the building, its entrances and exits and surrounding areas for User’s purposes.
3. Illicit drugs, alcohol, smoking, and pets are not allowed anywhere in the building.
4. User will not cover exit signs, block entrances or exits, hang decorations from ceiling, use tape to hang posters, bows, flowers or decorations on walls, use candles without appropriate globes on paper table cloths, alter lighting fixtures, re-locate furniture or plants, or place anything on the piano.
5. Responsible party listed above is responsible for (1) returning furniture and equipment to its original place, (2) providing your own table supplies including paper products and all beverages, (3) keeping children supervised at all times, and (4) disposing of your own trash in the dumpster. Please leave the building as you found it. **The responsible party will be held accountable for any damages to structure or equipment. Areas you have not reserved for use—including but not limited to classrooms, nurseries, closets, offices, etc.-- are off limits.**
6. Non-member use usually requires the presence of a representative from Knapp Church for the duration of the event. Member use: be sure to close all windows, lock all doors, turn out lights and shut off fans before leaving.
7. Knapp St Reformed Church is not responsible for cancellation of or the refunding of an event due to conditions beyond its control. That decision is to be made by the rental party.

Facilities Use Checklist:

Nature of Event: _____

Approximate number in attendance: _____ Time you need to enter the building: _____

Will you be bringing food or drinks into building? Yes No

Room set up? Yes No Please draw a diagram showing location of tables, chairs and other special equipment needs on a separate sheet of paper.

A church representative must be on site for all non-member building use which will involve an additional fee of \$10/hr. This is in addition to the rental fee (see back side).

Signature - User _____ Date _____

Please see reverse side >>>

**Knapp St Reformed Church
Rental Rates**

(circle as appropriate)

	<u>Member/ Regular Attendee</u>	<u>Guest (Non-Member)</u>
Non-wedding use of Sanctuary and Lobby	\$50 whole day (up to 8 hrs.) \$25 half day (less than 4 hrs.)	\$25 / hr. \$25 / hr.
Sound System with tech	\$50 / day	\$50 / day
Set up the day before	To be determined	To be determined
Special needs check list	To be determined	To be determined
Gymnasium (use of kitchen included)	\$20 / hr. or flat rate of \$60 for up to 8 hrs.	\$30 / hr. No flat rate
No food preparation allowed, per health dept. and fire code! (We are not a commercially licensed facility.)		
Large downstairs classroom (Room 18) (use of kitchen included)	\$20 / hr. or flat rate of \$60 for up to 8 hrs.	\$25 / hr.
Church Representative Fee		\$10 / hr.
Deposit (make out a separate check to be returned to you if building is left not needing custodial attention)	\$25 / day	\$25 / day

Total Due _____

For Office Use Only

Date deposit of \$25 paid _____ (secures your date on calendar) Ck # _____

Date Balance Paid _____ (full payment must be received within 10 days of the event) Ck # _____

Checks and signed contract should be dropped off or mailed to: Knapp St. Reformed Church. Checks should be made payable to Knapp St. Reformed Church. A copy of the contract will be given or mailed to you. Any changes should be made or discussed with Tammi Shymanski or Stuart Jonas at 616-363-5078.

Knapp Church Representative at event: _____