

# Tempe Nazarene Church Event Rental Agreement

## Event Location:

Tempe Nazarene Church  
3929 S Rural Rd, Tempe, AZ 85282

## Event Contacts:

Robin Walters - Point of Contact for overall event coordination and rental terms  
Ralph Messner - Point of Contact for Sound & Projection Coordination  
Tim Osborn - Point of Contact for Room Setup & Custodial

## 1. Event Hosting Confirmation

Tempe Nazarene Church is pleased to host your event. This agreement outlines the rental fees, staffing requirements, and expectations associated with the use of church facilities.

## 2. Rental Fees & Services

### Facility Rental

- **Sanctuary:** \$500
- **Choir Room Rental:** \$100

### Required Staffing

- **Custodian (per event):** \$250
- **Sound Technician:** \$50 per hour
  - Scheduled from 3:00pm – 8:00pm
- **Calculated Cost:** \$300
- **Projection Technician:** \$50 per hour
  - Scheduled from 3:00pm – 8:00pm
- **Calculated Cost:** \$300

**Total Rental Amount:** **\$1,450**

## 3. Overage Fees

Sound and projection technicians are scheduled from **3:00pm to 8:00pm**. If the event requires these technicians to stay beyond 8:00pm, an additional **\$50 per 30-minute overage (per technician)** will be added to the final invoice.

## 4. Payment Terms

- Payment schedule:
  - 50% due 1 week prior to the event.
  - 50% due 1 week after the event.
- Payment may be made via check or online via credit card (<https://tempenazarene.churchcenter.com/giving>).

## 5. Facility Use Guidelines

The renter agrees to:

Use the facility respectfully and in accordance with church policies.

Ensure all attendees follow posted guidelines and staff instructions.

Limit building access to designated rented areas (Sanctuary and Choir Room).

Leave all décor, equipment, and furnishings in their original condition unless previously approved.

## 6. Liability

The renter assumes responsibility for any damage caused to the facility, equipment, or property during the event. Tempe Nazarene Church is not liable for accidents, injuries, or loss of personal property.

## 7. Agreement Signatures

**Organization (if applicable):** \_\_\_\_\_

**Phone/Email:** \_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Renter Name:** \_\_\_\_\_

**Renter Signature:** \_\_\_\_\_

**Renter Title:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**Tempe Nazarene Church Representative:** Brittany Hart

**Signature:**

**Title:** Interim Senior Staff Administrator

**Date:** \_\_\_\_\_