

# **CLOVERLEAF BAPTIST CHURCH FELLOWSHIP HALL**

## **RENTAL CONTRACT**

4433 Manslick Rd, Louisville Ky 40216

Church phone # - 502-367-0218

### **I. Securing the Fellowship Hall**

- 1) Contact the Fellowship Hall Custodian or church office to ensure availability of the facility.
- 2) State the type of event being held as well as the time and date of use.
- 3) An understanding of the Rental Contract and guidelines for use must be acknowledged and the Reservation Form must be completed and received by the church and appropriate officials.

### **II. RENTAL FEES**

For Non-Members:

Rental for 6 hours - \$225. The 6 hours includes time for setup, event, and breakdown.

\*Each additional hour beyond 6 hours adds \$25 per hour to the total fees

Rental for less than 6 hours - \$40 per hour

\*A \$50 non-refundable cleanup fee will be paid directly to the Fellowship Hall custodian.

Checks for rental are to be made out to Cloverleaf Baptist Church.

For Members:

Please make a \$25 refundable cash deposit to the church before using the facility.

The member requesting to use the facility will be deemed the "Renter" and expected to attend the event and assume responsibility for the condition and accountability for all church property.

Members are not allowed to acquire use of the facility for non-members to avoid them being charged a rental fee.

The cash deposit will be returned to the Renter if the hall is left in pre-event condition. If the Renter wishes for the custodian to clean up after the event, the cash deposit will be paid to the custodian. A donation to defray the cost of utilities, while not mandatory, would be deemed altogether appropriate and appreciated.

### **III. POLICIES FOR USE OF HALL**

Because this is a Christian-owned and operated church facility, certain restrictions and regulations are enforced. Please read the following regulations carefully. They apply to church members and non-church members, church groups and non-church groups alike.

1. Anyone wishing to use or rent the Fellowship Hall must contact the Fellowship Hall custodian/ church office/ site manager to check for availability. A calendar is kept and all events and activities occurring in the Fellowship Hall will be recorded on the calendar.
2. To view the Fellowship Hall when considering rental, the Renter will be given a tour of the premises as well as a list of the policies and the rental contract. The tour will be conducted by the Custodian or designated church representative.
3. The rental contract must be signed and dated by the Renter and by a designated church representative prior to the use of the Fellowship Hall. A copy of the contract for each rental will be kept on file in the church office.
4. Church-sponsored events held in the Fellowship Hall as well as church groups and organizations using the Fellowship Hall are responsible for the set-up and breakdown, cleaning of the facilities, and general upkeep of all areas used.
5. All temporary decorations and waste material are to be removed and discarded following events. No permanent changes (painting, nailing, etc) are allowed and the permanent wall decorations, table decorations, etc, are to be restored to their original locations.
6. Tables and chairs are to be put back in their pre-event location at the end of the event. NO TABLES, CHAIRS, OR OTHER PROPERTY OF THE CHURCH SHALL BE REMOVED FROM THE FELLOWSHIP HALL.
7. Anyone wishing to use the large kitchen equipment or appliances (stove, dishwasher, etc) must receive prior permission and instructions on the proper usage from the Custodian/ Site Manager or Kitchen Coordinator.
8. Renters shall not use the church's paper products (cups, plates, napkins, etc,) aluminum foil, food or drink items. Renters must provide their own products for personal uses.
9. All non-disposable dishes, silverware, and utensils belonging to the church must be washed and put away.
10. Any individual or group renting or using the Fellowship Hall will be held responsible for ANY damage beyond normal wear and tear.
11. The Fellowship Hall shall not be used for any product parties (Avon, Tupperware, Home Interior, etc) or any other function for one's personal profit.
12. No political rallies or meetings for partisan politics will be held in the Fellowship Hall.

13. Non-Christian religions are not permitted to conduct religious services in Fellowship Hall.
14. No smoking is allowed INSIDE the Fellowship Hall, including in the rest rooms.
15. ABSOLUTELY no alcoholic beverages or illegal drugs shall be allowed anywhere on the premises.
16. Dancing is not permitted.
17. Vulgar or suggestive music or videos must not be played.
18. People attending events held in the Fellowship Hall must conduct themselves in an appropriate and civil manner.
19. Arrangements to gain access to Fellowship Hall prior to and for events must be made ahead of time with the Custodian or designated church representative.
20. This contract covers only the use of Fellowship Hall rented as indicated and conveys no rights or privileges to the Renter or any of the Renter's guests to use any other portion of the premises, and the same shall be off limits to such persons unless the Renter makes prior arrangements with a designated representative of Cloverleaf Baptist Church.
21. Cloverleaf Baptist Church is not liable for any arrangements or contracts made with outside sources. Any contract arranged with outside sources does not nullify or supersede in any way the contract with Cloverleaf Baptist Church. The Renter is responsible for alerting Cloverleaf Baptist Church about any arrangements with outside sources.
22. The Fellowship Hall is rented as indicated and is leased in an "as is" condition. Cloverleaf Baptist Church shall not be responsible to the Renter or the Renter's guests for injuries to person(s) or property, or the theft of property brought on the premises.
23. Cloverleaf Baptist Church shall not be responsible for the act of any Renter, the Renter's guests, agents, or employees and the Renter does agree to hold Cloverleaf Baptist Church harmless and to indemnify and defend Cloverleaf Baptist Church from any and all claims, actions, suits, or demands of any and whatever nature may arise (including attorney's fees and court costs,) directly and indirectly, from the Renter's use of the premises. The Renter further agrees that Cloverleaf Baptist Church shall not be liable for any claim, counter-claim, subrogation, interest, or any other demand which may arise, directly or indirectly, from the Renter's use thereof.

#### IV. RESERVATION / DEPOSIT FEES

Reservation fees (non-member) or Deposit fee (member) is due at the signing of the Rental Agreement. The non-refundable cleanup fee (non-members only) is also to be paid to the Fellowship Hall custodian at the signing of the Rental Agreement.

Reservation fee (non-members) - \$225 for 6 hrs \$ \_\_\_\_\_

Extra Hours (non-members) - \$25 each hour \$ \_\_\_\_\_

Hourly Usage (non-members) - \$40 each hour \$ \_\_\_\_\_

Clean-up fee (non-members) - \$50 \$ \_\_\_\_\_

Deposit (members only) - \$25 \$ \_\_\_\_\_

TOTAL DUE: \$ \_\_\_\_\_

## V. RESERVATION FORM & RENTAL AGREEMENT

Rental Date: \_\_\_\_\_ Time of Rental: From \_\_\_\_\_ To \_\_\_\_\_

Name: \_\_\_\_\_ Address: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell: \_\_\_\_\_

Fax #: \_\_\_\_\_ Email address: \_\_\_\_\_

Type of Event: \_\_\_\_\_ Anticipated # of Attendees: \_\_\_\_\_

THE UNDERSIGNED HAS BEEN DULY AUTHORIZED BY THE RENTING PARTY TO ENTER INTO THIS RENTAL AGREEMENT AND HAS READ AND UNDERSTOOD THE AGREEMENT ON BEHALF OF THE RENTING PARTY:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

THIS RENTAL IS CONFIRMED UPON ACCEPTANCE BY AN AUTHORIZED REPRESENTATIVE OF CLOVERLEAF BAPTIST CHURCH:

Signature of Cloverleaf Baptist Rep: \_\_\_\_\_ Date: \_\_\_\_\_

Typed or Printed Name: \_\_\_\_\_

## **CHECKLIST FOR CLEANING THE FELLOWSHIP HALL**

1. Put all tables and chairs back the way you found them.
2. Wipe off all tables and chairs that were used. (Check all areas in case your guests used them.)
3. Sweep the floor. (Dining area, kitchen, and bathrooms)
4. Mop the floor. (Dining area, kitchen, and bathrooms)
5. Wash the front doors, inside and outside.
6. Take garbage to cans on the back porch, including from bathroom wastebaskets.
7. Clean off countertops, stove, and any other surface or appliance in the kitchen that was used.
8. You must wash any and all dishes and return them to the proper place.
9. Hand towels are to be taken home, washed, and returned to the custodian.
10. Check toilet paper in bathrooms and refill if needed.
11. Wipe off sinks and toilet seats in the bathrooms and spray with disinfectant.
12. Clean mirrors in the bathrooms with glass cleaner.