

CLOVERLEAF BAPTIST CHURCH - CHRISTIAN LIFE CENTER (CLC)

RENTAL CONTRACT

4433 Manslick Rd, Louisville Ky 40216
Church Office - 502-367-0218

PLEASE READ THE ENTIRE CONTRACT AND CLC POLICIES BEFORE YOU COMPLETE AND SIGN THIS FORM.

I. SECURING THE CLC

- 1) Contact the CLC Site Manager 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) Understanding of the Rental Contract must be acknowledged and the Reservation Form completed and received by the church and the CLC Site Manager.

II. RENTAL FEES

For Non-Members:

Rental for 6 hours, gym without kitchen use will be \$450.

Rental for 6 hours of the gym with kitchen use will be \$550.

The 6 hours includes time for setup, event, and breakdown.

*Each additional hour beyond 6 hours adds \$50 per hour without kitchen use and \$75 for each additional hour with kitchen use.

Rental of gym for events of shorter duration will be \$75 per hour without kitchen use and \$100 per hour with kitchen use.

*A \$50 non-refundable cleanup fee will be paid directly to the CLC Site Manager.

*A \$50 deposit is required within 72 hours of scheduling an event to secure the date for the Renter. Cancellations or changes in the event date must be made within 72 hours of the scheduled event, or the deposit will be forfeited.

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

For Members:

Members are required to make a \$35 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 fill out a rental contract, 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.

A walk-through by the Renter and a representative of the church will be held prior to and following the event. The cash deposit will be returned to the Renter if the facility is left in pre-event condition. A donation to defray the cost of utilities, while not mandatory, would be deemed altogether appropriate and appreciated.

III. POLICIES FOR USE OF THE CLC

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 CLC must contact the CLC Site Manager to check for availability. A calendar is kept and all events and activities occurring in the CLC will be recorded on the calendar.
2. To view the CLC 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 Site Manager 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 CLC. A copy of the contract for each rental will be kept on file in the church office.
4. Church groups and organizations using the CLC 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 CLC.**

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 Site Manager or Kitchen Coordinator. There will be an additional fee for use of the kitchen during rentals.
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 use.
9. All non-disposable dishes, silverware, and utensils belonging to the church must be washed and put away.
10. All church-owned Sports equipment must be put away following use.
11. Any individual or group renting or using the CLC will be held responsible for ANY damage beyond normal wear and tear.
12. The CLC shall not be used for any product parties (Avon, Tupperware, Home Interior, etc) or any other function for one's personal profit.
13. No political rallies or meetings for partisan politics will be held in the CLC.
14. No food or drinks are allowed upstairs on the walking track. No children under 16 yrs of age are permitted upstairs without adult supervision. Rooms upstairs are not to be entered without prior permission.
15. Non-Christian faiths are not permitted to conduct religious services in the CLC.
16. No smoking is allowed INSIDE the CLC, including in the rest rooms.
17. ABSOLUTELY no alcoholic beverages or illegal drugs shall be allowed anywhere on the premises.
18. Dancing is not permitted.
19. Vulgar or suggestive music or videos must not be played.
20. People attending events held in the CLC must conduct themselves in an appropriate and civil manner.
21. Arrangements to gain access to the CLC prior to and for events must be made ahead of time with the Site Manager or designated church representative.

22. This contract covers only the use of the CLC 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.
23. 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.
24. The CLC 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.
25. 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 FORM & RENTAL AGREEMENT FORM (CLC)

Rental Date: _____

Name of Renter/Organization: _____

Address: _____ Zip code: _____

Billing Contact: _____

Reachable telephone #: _____ Email: _____

Type of Event: _____

Anticipated # of Attendees: _____

Non-Member:

Events ≥ 6 hrs: \$450 / 6 hours duration (without kitchen) \$ _____

\$550 / 6 hours duration (with kitchen) \$ _____

\$50 ea additional hour (without kitchen) \$ _____

\$75 ea additional hour (with kitchen) \$ _____

Events < 6 hrs: \$75 per hour (without kitchen) \$ _____

\$100 per hour (with kitchen) \$ _____

All events: \$50 cleanup fee (payable to site manager) \$ _____

\$50 set-up fee (optional) \$ _____

\$25 extra hours for cleanup \$ _____

Member only: \$ 35 deposit \$ _____

Total Due: \$ _____

RESERVATION/RENTAL (NON-MEMBER) OR DEPOSIT (MEMBER) IS DUE AT THE SIGNING OF THE RENTAL AGREEMENT. THE NON-REFUNDABLE CLEANUP FEE (NON-MEMBERS ONLY) IS ALSO DUE AT THE SIGNING OF THE RENTAL AGREEMENT.

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:

CLOVERLEAF REPRESENTATIVE SIGNATURE: _____

DATE: _____

CHECKS ARE TO BE WRITTEN OUT TO CLOVERLEAF BAPTIST CHURCH. PLEASE MARK FOR "RENTAL OF CLC." MAIL TO 4401 MANSCLICK RD, LOUISVILLE, KY 40216.

PAYMENT RECEIVED BY: _____