

Request for Room Rental

Today's Date: _____

Person Making Request: _____ Phone: (_____) _____

Group or Organization: _____ Email: _____

Address: _____

Event Date: _____ Day of Week: _____

Event Purpose: _____

Approximate number of attendees: _____ Maximum Occupancy for Rental is 75 people at one time.

Requested Area for use:

- ☐ Agape Center - **\$200.00 / 4 hours** (tables, chairs, 1 high chair and 2 booster seats included. Coffee bar cannot be moved. Audio Visual Equipment NOT included.)
- ☐ Kitchen - Included with Agape Price, but usage must be specified (counters, sinks and refrigerator included. *Appliances (stove, oven, dishwasher) are not to be used.* All utensils, bowls, trays, etc. that are used must be washed and returned to their places.)
- ☐ Sanctuary - **\$550.00 / 4hours** (Agape, Kitchen, Nursery and Media Support included in Price. Any items moved must be returned to their original places.)
- ☐ Nursery – Included with Sanctuary Price, but usage must be specified. (Any items used or moved must be return to their original places.)

Requested Items for use:

_____ Number of Round Tables (9 available) If purchasing table covers, you will need 84" round.

_____ Number of 8' Rectangular Tables (4 available) If purchasing table covers, you will need 108" long.

_____ Additional Hours - **\$50.00 / hour**

FOR OFFICE USE ONLY - This section must be completed prior to Agreement being signed.

Trustee Approval Date: _____ Trustee Initials: _____ Custodian Assigned Date: _____ Media Support Initials: _____

Total Hours Rented: _____ Total Rental Fee: \$ _____ Total Collected: \$ _____ ☐ Church Calendar Cleared

Event Rental Agreement

This Event Rental Agreement ("Agreement"), is entered into on _____, 20____, by and between Church of the Four Seasons United Methodist, of 9100 E 109th Avenue, Crown Point, Indiana 46307 ("Lessor") and

_____, of _____ ("Lessee"). The parties hereto, intending to be legally bound, and in consideration of the mutual covenants hereinafter contained, agree as follows:

GRANT

Lessor, on the dates and times set forth herein, and subject to the terms and conditions of this Agreement, hereby grants to Lessee a license to use Church of the Four Seasons ("Facility") for the _____ ("Event") to be held on _____, 20____ between the hours of _____ and _____.

DATE/TIMES OF PERMITTED USE

Access to the Facility for the Event will commence at _____ on the date of the Event and will end at _____.

CONDITIONS

The following conditions apply:

- No smoking, vaping or chewing in the building or on the church grounds
- No alcoholic beverages on the church property.
- All furniture is to be replaced where it was found.
- Surfaces and tables should be cleaned
- Painters tape should be used to hang decorations – NO Scotch Tape
- Coffee bar must not be moved. It is plugged in and will be damaged if moved.
- All trash should be placed in the proper receptacles inside the building. Church representative will remove to exterior dumpster.
- Exterior doors shall remain shut. Do not prop open exterior doors.
- Report any problems or concerns to the church representative.

The church representative will unlock the building at the designated time and be available during the event. The church representative will be responsible for sweeping and mopping the floors, cleaning the restroom, taking the collected trash to the dumpster and locking the building at the end of the event. Snow clearing is not provided.

RENTAL FEES

Lessee shall pay to Lessor as a rental fee for the use by Lessee of the Facility, the sum of \$ _____, plus all other charges to be paid by Lessee under this Agreement (the "Rental Fee"). Lessee shall deposit the sum of \$ _____ with the Lessor upon the execution of this Agreement.

INDEMNIFICATION

Lessee shall indemnify, defend and save harmless Lessor, its' officers, agents and employees from and against any and all loss, cost (including attorney's fees), damage, expense and liability (including statutory liability and liability under worker's compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by the Lessee, its' agents, employees, contractors, Lessees, invitees, representatives, in, on or about the Facility. This indemnity shall survive the termination of this Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

"AS-IS" CONDITION

Lessee agrees to accept the Facility in its' "as-is" condition "with all faults."

ASSIGNMENT AND SUBLICENSING

Lessee shall not assign any interest in this License Agreement or otherwise transfer or sublicense the Facility or any part thereof or permit the use of the Facility to any party other than the Lessee.

TERMINATION

Lessor may terminate this Agreement based upon any one or more of the following events:

- A. Failure of Lessee to pay the Rental Fee or any other charges due hereunder when the same is due:
- B. Lessee fails to perform any of its covenants hereunder. In any of the aforesaid events, and in addition to any and all rights and remedies available to Lessor by law or in equity, Lessor may with or without further notice, forthwith terminate this Agreement and expel and remove Lessee, or any other persons in occupancy from the Facility, together with their goods and chattels, using such force as may be necessary in the judgment of the Lessor or its' agents so doing, without evidence of notice or resort to legal process or becoming liable for any loss or damage which may be occasioned thereby, and repossess and enjoy said Facility, and in addition to any other remedy it may have, Lessor may recover from Lessee all damages it may incur by reason of such breach by Lessee.

INTERFERENCE

Lessee shall use the Facility in a manner which shall not cause interference with the use or occupancy of the other portions of the Building by Lessor or others in any way. Lessee's use hereunder will be done in such a manner so as not to interfere with or impose any additional expense upon Lessor in maintaining the building.

RESTORATION

If any damage occurs to the Facility, or if any repairs or replacements need to be made to the Facility as a result of Lessee's exercise of its' rights under this License, Lessee shall pay Lessor for any such damage, repairs, or replacements upon demand by Lessor.

CANCELLATION

Lessee may cancel this Agreement at any time up to 1 days prior to the Event Date by providing written notice of such election to Lessor, at no cost to Lessee. For cancellations on the Event Date, Lessee will be charged 100% of the Rental Costs and any expenses incurred by Lessor.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. Any legal actions, claims or demands shall be handled in a court of competent jurisdiction with the State of Indiana.

SIGNATORIES

This Agreement shall be signed by Church of the Four Seasons United Methodist and by _____

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the day and year first above written.

LESSOR

Church of the Four Seasons United Methodist

LESSEE

By: _____

By: _____