

First United Church
19 Park Street
Corner Brook, NL
Phone: 709-634-5301 / Fax 709-634-7221

RENTAL AGREEMENT / INVOICE
FOR USE OF CHURCH FACILITIES

(PLEASE SIGN ORIGINAL AND RETURN)

Renter Office File Custodian Billing File

GROUP NAME: _____
hereby agree to rent the following facilities/equipment: _____
ROOMS (S): _____
DATE(S): _____
TIMES: _____
EQUIPMENT REQUIRED: _____
SET-UP REQUIRED: _____
PURPOSE / FUNCTION: _____

RENTAL FEES FOR THIS AGREEMENT:

BASE RENTAL FEE:	_____
EQUIPMENT FEE:	_____
CUSTODIAL FEE:	_____
ADMINISTRATION FEE:	_____
SET-UP FEE:	_____
TOTAL:	_____

I further agree to abide by the following listed regulations and be responsible for the conduct and supervision of all persons admitted to the church buildings and grounds by the renter:

REGULATIONS & CONDITIONS

1. **ENTRANCE:** Entrance to the building will be as directed by the designated custodian. Only the designated areas listed above can be used by your organization.
2. **NO SMOKING:** Smoking is not allowed in any part of the church building or property.
3. **LIQUOR:** Alcoholic beverages will not be in any part of the church building or property.
4. **SIGNS & DECORATIONS:** There will be no tacking or nailing of any signs or decorations or other material on walls, floors, ceiling, nor any defacing of the building.
5. **USE OF EQUIPMENT:** Please contact the custodian to make arrangements or use of any church equipment. Equipment requested by the user(s) **must** be specified (ie, chairs, tables, PA system, lighting, screens, etc.) and agreed to by the Custodian. Furniture or equipment that has been moved must be returned to its original place of storage. Only equipment specified in the agreement will be used.
6. The building is will be Scent Free.

7. DAMAGES: Renter will be responsible for all damages caused during activity. Groups using the building will be expected to assume responsibility for reasonable care of the property and for obtaining any required requests. Lack of cooperation in this regard may result in cancellation of Agreement repair or replacement of damage to building and / or equipment and any damage to furniture or fixtures will be paid for by the above organization.

8. AUTHORITY: The Custodian in charge, or the Property's Chair, or his designate, is the Church's on-the-spot authority, and his instructions will be adhered to.

9. HOLIDAYS,
 AND
 CHURCH FUNCTIONS: Facilities are not available on Church holidays unless special arrangements are made in advance. Church activities have first priority for use of the facilities. Should one of the above scheduled days fall on a Church holiday special arrangements must be made in advance.

10. HOURS OF USE: The specified times asked for, and agreed upon, will be strictly adhered to at all times. All arrangements are for the current church year only and must be renewed annually. Users of the facilities **must** be out of the building one half hour prior to the custodian securing the building.

11. CANCELLATION: The Renter must notify the Church Office of any cancellation in advance.

12. LIABILITY: The Renter shall indemnify and hold harmless the Church and any of its officers employees, servants, agents and contractors from any and all loss, liability, claims of expense arising out of the use and / or occupation of the property belonging to the Church and any of its officers, employees, servants, agents, contractors volunteers, except to the extent that such loss arises from the independent negligence of the Church.

 The Church will not be responsible for any property left on the premises by Renter, its officers, employees, servants, agents, contractors, volunteers or members.

 The Renter hereby agrees to waive all rights or subrogation or recourse against the Church with respect to the use of occupation by the Renter of the premises described in this Agreement.

SIGNATURE OR AUTHORIZED REPRESENTATIVE
 (Must be over 19 years of age) _____

Name (please print): _____

Address: _____

City: _____ PC: _____

Telephone: _____

_____ Church Authorized Signature