



# RENTAL REQUEST

Description of Event: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Number of People Attending: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Contact Phone: \_\_\_\_\_

Contact Email: \_\_\_\_\_

### Spaces Requested:

- Sanctuary \$1000
- Gym (hourly) \$100/hour x \_\_\_ hours
- Kitchen \$35/hour x \_\_\_ hours
- Sonshine Cafe \$35/hour x \_\_\_ hours
- Classroom \$35/hour x \_\_\_ hours
- Field \$25/hour x \_\_\_ hours

*(with access to restroom for an added fee)*

- Wedding Package \$2000

*Includes Sanctuary, Gym, Kitchen, Café for the date of the event and rehearsal (not to exceed 3 hours); usage of tables and folding chairs. This does not include prep time, cleaning fees, security deposit or fees for ministers or musicians.*

- Cleaning Fee \$200

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

*Date Request Submitted:* \_\_\_\_\_

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

*Approved or Declined*

*Date Rental Agreement Signed:* \_\_\_\_\_

*Date Insurance Verified:* \_\_\_\_\_

*Date of Walk-Through after Event:* \_\_\_\_\_



## RELEASE OF LIABILITY AND INDEMNITY AGREEMENT FOR USE OF PELHAM ROAD BAPTIST CHURCH FACILITIES

\_\_\_\_\_ (the "Group") shall be using the facilities, equipment, building and grounds (the "Facilities") of Pelham Road Baptist Church (the "Church") from \_\_\_\_\_, 20\_\_ to \_\_\_\_\_, 20\_\_ for the purpose of \_\_\_\_\_ (the "Activity"). The responsibilities of the Group, and its officers, directors, members, employees, representatives, agents, guests, invitees and other parties involved (collectively, the "Group Parties") when using the Church Facilities are as follows:

The Group understands and agrees that neither the Church, nor its officers, directors, supervisors, trustees, members, employees, representatives, agents and guests (collectively, the "Church Parties") may be held liable in any way for any liability, loss, damage, cost, expense, error or other occurrence in connection with the Activity or use of the Facilities which may result in property damage, personal injury, harm, death or other loss or damages to the Group or any of the Group Parties. Rather, the Group agrees that it alone shall be responsible for any property damage, personal injury or death and other damages, loss and liability that may occur during or arise from the Activity or the use of the Facilities.

As part of the consideration for being allowed to use the Facilities, the Group hereby releases the Church and all Church Parties from any and all claims for liability, damage, loss, expense (including reasonable attorney's fees), injury or death which may occur while using the Facilities or participating in the Activity. The Group shall hold harmless and indemnify and defend the Church and the Church Parties from and against any and all losses, damages, harm, liability, cost, theft, injury or expense, financial or otherwise, including reasonable attorney's fees, resulting or arising from or during the Activity or as a result of any negligent or intentional action or inaction, error or omission of any Group Parties in the use of the Facilities. The Group is responsible for all actions and behaviors of any of the Group Parties it allows on or in the Facilities in connection with the Activity.

Any repairs necessary due to the negligent or intentional acts or omissions of the Group Parties will be the responsibility of the Group. The amount of damage shall be decided by the maintenance department and administration of the Church, and the Group shall pay for any and all damage.

**For any Activity related to sports play, the Group is required to provide proof of insurance.** The undersigned represents that the Group has general liability insurance with coverage limits of \_\_\_\_\_ in effect as of the date of the Activity. The Group agrees to name the Church as an additional insured on its general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

**The Group agrees to have adult supervision of any and all children or minors under the age of 18 at all times.**

The undersigned is authorized to sign this agreement, has signed this agreement voluntarily and is fully informed of the content by reading it before signing it this \_\_\_ day of \_\_\_\_\_, 20\_\_.

Name of organization: \_\_\_\_\_

By Authorized Representative: \_\_\_\_\_

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

Acknowledged by: \_\_\_\_\_ (Pelham Road Baptist Church)



## FACILITY USE AGREEMENT

**Below are some details regarding your rental of Pelham Road Baptist Church facilities:**

- PRBC reserves the right to refuse rental of building to organizations and persons who do not reflect PRBC's principles and values.
- Your code is \_\_\_\_\_ and it will ONLY be active during your rental time: \_\_\_\_\_ to \_\_\_\_\_
- If there is a problem with your code call Denise Plumblee at 864-982-0805.
- If there are problems you encounter while on the property call Denise Plumblee (864-982-0805)
- NO Smoking inside any part of the facility or anywhere on the grounds at any time.
- No Weapons, concealed or open carry, allowed on the property at any time.
- NO food or beverages in the Sanctuary.
- Renter is responsible for set-up and break-down for all tables, chairs, and any additional furniture used during the event.
- Any personal or group property left on the church premises shall be at your own risk.
- Other activities may be going on in the building on the day you have rented it. So it is important that you only arrive at your reserved time. If a third party (a caterer, florist, etc.) or your guests arrive earlier than your appointed time they will not be able to access the building. You will need to meet them at the time your reservation begins or make other arrangements.
- Further, our facility is often rented by multiple groups (at the same time) who use designated rooms or the kitchen, so if you see other people in the building do not be surprised (unless you rented the whole building).
- ALL areas of the facility (including the parking lot) should be left as it was found.

**Upon completion of event/rental time, renter agrees to complete the following checklist:**

- All decorations, staging and equipment must be broken down and removed immediately following the event.
- All garbage containers used should be emptied into the outside dumpster.
- Replace all garbage bags you emptied/removed. (These are found on the counter by the phone in the kitchen.)
- Wipe all tables and chairs used. (Supplies can be found in the family/accessible bathroom by the front door of the Family Life Center)
- Sweep the floor. (Supplies can be found in the family/accessible bathroom by the front door of the Family Life Center)
- All tables, chairs, and any furniture shall be placed back in its original position unless prior arrangements have been made.
- Please check the bathrooms as you leave to make sure the lights are out and no water is running.
- Parking lot should be cleared of all trash. Dumpsters are available behind the Family Life Center.
- Before you leave, please make sure that all lights are out.
- If you have propped any doors open to make it easier on your guest as they arrive, you are responsible to make sure they are closed and locked. Please double check all doors before leaving.

We have read and agree to abide by the terms and conditions of this agreement. Any infraction of this agreement may result in loss of security deposit, charges deemed reasonable for damage/repairs, denial of further use of the church premises, and/or cancelation of this contract.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_