

**MOUNT SINAI MISSIONARY BAPTIST CHURCH
FACILITY RENTAL AGREEMENT**

Renter/Organization Name: _____

Renter/Organization Address: _____

Email Address: _____

Contact Number: _____ Alt. Number: _____

Proof of Identification: _____

P.O.C. Name: _____ Contact Number: _____

Alt. P.O.C. Name: _____ Contact Number: _____

Date(s) of Event: _____ Type of Event: _____

Check-in date: _____ Time: _____

Check-out date: _____ Time: _____ (To include Cleanup)

This Agreement is made by and between the above named person(s). Hereinafter referred to as "renter" and Mt. Sinai Missionary Baptist Church, hereinafter referred to as MSMBC, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$_____, and other fees (if applicable) required have been added to this rental amount. MSMBC does not charge or require any gratuity charge or tip.

The rental cost can be paid in one lump sum or in two (2) equal installments of \$_____. However; the full cost must be paid at least seven (7) days prior to the event, which date is _____.

Whereas, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of \$150.00 for security/damage deposit in order to reserve any event date. Rentals are on a first come first serve basis. A non-secured date may be held for forty-eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be re-

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ceived within the forty-eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

Whereas, MSMBC is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge MSMBC, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, renter(s) agree to indemnify, protect, and hold harmless MSMBC, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during, the rental terms and times.

Further, the age of all persons responsible for renting the MSMBC Facility must be at least (25) years and older with no exceptions. This rule is strictly adhered to.

Renter(s) Acknowledgment: _____ Date: _____ Time: _____

Print Name: _____

Renter(s) Acknowledgment: _____ Date: _____ Time: _____

Print Name: _____

MSMBC Facility Agent (Witness): _____ Date: _____ Time: _____

Print Name: _____

The MSMBC Facility agent holds the power to act solely on behalf of Mount Sinai Missionary Baptist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

The MSMBC facility is the sole property of Mount Sinai Missionary Baptist Church and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

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Conditions

1. Purpose of Use:

The MSMBC Facility may be used but is not limited to the following events. Events not listed below are subject to approval by the Pastor, Deacons Ministry and Trustees Ministry (official ministries) of Mount Sinai Missionary Baptist Church.

- Class Reunions
- Concerts (Gospel and/or Christian)
- Conferences
- Family Reunions
- Funerals
- Meetings
- Plays/Dramas (Gospel and/or Christian)
- Weddings
- Worship Services
- Workshops

Music and/or entertainment must be Gospel and/or Christian, appropriate (clean edits) and approved by Management.

2. Occupancy:

Maximum occupancy for the MSMBC Facility is not to exceed 250 Persons. The total number of persons attending any event must be kept to or less than 250 persons in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

3. Damages:

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event onsite inspection and approval of checklist. Renter(s) and MSMBC Facility representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

a. Renter(s) is responsible for:

- i. Any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- ii. The conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- iii. The proper handling of all equipment and furnishings.
- iv. Removal of trash to disposal bin.

b. Keys to the kitchen are provided only when kitchen rental has been paid.

The \$150.00 security deposit is not applied to the event fees. This deposit shall be retained by the MSMBC facility until the facility is inspected and cleared by the facility's staff following

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the event. If there is no loss or damage of the property and the premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within seven to ten (7-10) business days following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of MSMBC Facility. Renter(s) shall be notified in writing of the loss or damages as well as the amount of the deposit to be forfeited.

Further, renter(s) are responsible for all losses or damages to the premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$150.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$150.00 will result in you forfeiting any future use and/or rental of the facility.

4. Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash, money order, and/or cashier's check.

All parties agree that the security/damage deposit cost will be deposited into any business account of MSMBC.

5. Cancellations:

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations. If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any remaining event fees or other applicable fees, paid in advance, shall be fully refunded to renter(s) within seven to ten (7-10) business days.

Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such requests must be submitted in writing to MSMBC. Exceptions will be determined, granted and/or denied by management. Renter(s) will be notified in writing within seven to 10 (7-10) business days of the request. If the request for full refund is granted, a check will be attached to the letter; however, if the request is denied, the letter will state reasons for the denial.

If MSMBC, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)' nonpayment or noncompliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by the renter(s), shall be refunded to renter(s) within five (5) days of cancellation. Mt. Sinai Missionary Baptist church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

6. Check-in and check-out Time:

Check-in and check-out times are strictly enforced in order to prepare MSMBC Facility for other scheduled events.

7. Setup time:

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The renter(s) will be allowed a two (2) hour window for setup time prior to the event on the day of the event only. A \$25.00 per hour setup fee will be charged for any time after the two (2) hours. If the renter(s) request setup time on days other than the date of the event, (for example) if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 charge. The fee will be determined at the time the request is made.

8. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the setup of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs at the end of the event. MSMBC Facility staff will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check out time. No property belonging to MSMBC Facility shall be removed from the facility by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$150.00 deposit at the discretion of MSMBC Facility. MSMBC's, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents, shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one (1) adult per ten (10) youth/teens is required. The sponsoring adult must be present at all times.

Sorry, no pets allowed on the property of Mt. Sinai Missionary Baptist Church Facility, with the exclusion of service animals.

9. Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb other members and guests at the facility or in the surrounding area.

10. Cleaning/Clean Up:

The MSMBC Facility will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return the facility in the same condition as received. Professional cleaning services will be provided by MSMBC Facility staff at the end of each event. No cleaning services are provided during the event. Cleaning services are provided upon request after any event for an additional fee.

The following general cleaning is required at the conclusion of the rental:

- a. Pick up all trash both inside and outside of the building.
- b. Bag all trash and place it in the dumpster.
- c. Put clean trash liners (provided by MSMBC) in trash cans.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen and refrigerator that was brought by your group.

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11. Smoking:

MSMBC is a smoke-free facility. No smoking is allowed anywhere on the property of MSMBC Facility, including buildings, grounds, and parking lot. This rule will be strictly adhered to.

12. Alcoholic Beverages and illegal substances:

In compliance with the Church Covenant, this facility is a nonalcoholic facility. Alcoholic beverages are prohibited on the entire property of MSMBC Facility, including buildings, grounds, and parking lot. This rule will be strictly adhered to.

13. Weapons/Firearms:

Weapons and/or firearms are prohibited on the entire property of MSMBC Facility, including buildings, grounds, and parking lot. This rule will be strictly adhered to.

14. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. MSMBC Facility must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

15. Decorations:

The following rules apply and must be followed by all renter(s):

- a. Remove all decorations, balloons, and other party materials.
- b. No staples, thumb tacks or nails in furniture or on the walls.
- c. No repainting of walls.
- d. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

16. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

17. Hours of Operations:

- Monday to Thursday are 8am until 10pm.
- Friday and Saturday are 8am until 11pm.

18. Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).

19. Sound and Audio Visual Equipment Rental:

The following equipment is included in the rental cost:

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- One-Podium and Microphone
- One-Wireless hand held microphone
- One-LCD Projector and screen (when available)
- One-Overhead Projector

- AV and Sound Technician - \$25.00 per hour

Note: Our technician is required when our equipment is being used to ensure proper usage and protection of the equipment.

MSMBC Facility may not be used for any unlawful purposes.

Mt. Sinai Missionary Baptist Church facility reserves the right to refuse to rent to any person(s) for any reason deemed necessary.

Mt. Sinai Missionary Baptist Church Facility cannot be sub-leased by renter(s) for any reason.

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to MSMBC Facility and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20_____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the MSMBC Facility in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the MSMBC Facility.

Renter(s) Acknowledgment: _____ Date: _____ Time: _____

Print Name: _____

Renter(s) Acknowledgment: _____ Date: _____ Time: _____

Print Name: _____

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In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the MSMBC Facility so as to permit the Applicant the right to use the Premises at the time or times specified therein.

MSMBC Facility Agent (Witness): _____ Date: _____ Time: _____

Print Name: _____

MSMBC Facility owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that the MSMBC Facility building, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.