

SANDBORN FIRST CHRISTIAN CHURCH

Facility Rental Agreement & Request

Contact Information:

Sandborn First Christian Church Office
118 N. Anderson St.
P.O. Box 73
Sandborn, IN 47578
Office Phone: (812) 694-8872

Bryan Sanders, Senior Minister
bryan@sandbornfcc.org

Andrew Carlsen, Associate Minister
andrew@sandbornfcc.org

Amanda Schilt, Children's Minister
amanda@sandbornfcc.org

Visit www.sandbornfcc.org/calendar to view available dates/times for facility rentals.

SFCC FACILITY RENTAL AGREEMENT

Please read and complete all sections of this form. Then, detach and submit only **pages 7-8** to the church office along with your **rental fee** and **rental deposit**. Upon approval, your event will then be formally entered into the rental calendar. You may retain the rest of this agreement for your own records. Also, be sure to retain the Return of Rental Deposit Form to submit once your rental is complete.

The appropriateness of a proposed event for the facility will be left to the judgment of the SFCC board. As a condition of renting the facility it is a requirement that the SFCC staff be provided a full description of the activities proposed by the renter. All prospective renters should be aware that the facility is to be used only for events that are consistent with the moral standards and teaching of the Sandborn First Christian Church.

General Rules:

- No smoking inside any church building.
- No alcohol or other recreational drugs permitted on church property.
- No pets or animals, except for trained and licensed helper animals.
- No commercial or for-profit ventures will be allowed without the express written permission of the SFCC board.

Building Rules:

- Rental access limited to designated public areas, excluding any offices or storage rooms.
- No rice, birdseed, or Silly String is allowed inside or outside either facility.
- Bubbles allowed only outside church facilities.
- No outside candles will be permitted in the Fellowship Center. Pre-approved candles will be available to rent and shall not be altered from their original design.
- No tape, staples, pins, tacks or nails on any facility walls or ceilings.
- Tables, chairs or other items belonging to SFCC are not to be removed from church property and shall remain inside.
- The loss or failure to return any keys provided will result in a charge to replace all the applicable locks and provide for a new set of keys.

Liability Rules:

- SFCC facilities shall not be rented to anyone under the age of 21 without the permission of the SFCC board or the duly appointed committee thereof.
- No sub-leasing is permitted.
- Renter shall be held responsible for the actions of all guests on any church property.
- Renter assumes sole liability for any accidents related to the rental.
- Any damages exceeding the amount of the rental deposit remain the liability of the renter. The renter shall reimburse SFCC for the cost of said damages within three business days of receiving an itemized bill. For the purposes of this agreement, missing items or property belonging to the SFCC shall be assessed as damages.
- To the fullest extent permitted by law, SFCC, all SFCC staff, the SFCC board, and the individual members of SFCC, shall be free from any liability related directly or indirectly to this rental agreement.
- If due to circumstances beyond the control of SFCC (e.g.: fire, flood, accidental structure damage), liability to the rental shall be limited to a refund of the deposit and fee paid by the renter.

- All local ordinances and regulations for the City of Sandborn and Knox County, Indiana shall apply.
- SFCC reserves the right to change, revise or otherwise modify this agreement without notice. Liability for changes to the rental agreement on the part of the renter shall be limited to a full refund of all deposits and fees paid.

Staffing / Equipment Rules:

- AV (audio/visual/electronics) operation by approved SFCC personnel only.
- SFCC staff or board member shall perform a pre-rental walk-through with the renter or their designated representative for the purposes of orientation, agreement compliance, and damage assessment.

Rental Period:

- Rental agreement does not become effective until a completed and signed Renter Information & Facility Request Form (pages 7-8), fee, and deposit have been received and approved.
- Rental period shall begin no earlier than 9:00am the day stated in the agreement. Exception to this rule shall apply only if the facility in question is unrented on the day prior.
- Rental period shall end and all cleanup activities be completed no later than 12:00am (midnight) on the day stated in the agreement.

Rental Fee Policy:

- **Member rates are offered when the person making the reservation for the event is an active MEMBER of SFCC both in the year that the reservation is made and in the year the event is held. Members are prohibited from renting the facility for a non-member in order to receive the member rate/discount.**
- There will be no charge for SFCC congregational meetings or SFCC groups.
- There will be no charge for community groups, subject to approval by the SFCC board.
- There will be no charge for funerals, memorial services, or funeral dinners.
- All groups shall abide by the same rules that are put forth in the SFCC Rental Agreement.
- The Fee Structure of the SFCC Rental Agreement shall be determined by the SFCC board and/or any duly appointed committee thereof and may be changed at their discretion.
- The Fee Structure of the SFCC Rental Agreement may be waived, changed or otherwise altered only by a simple majority of the SFCC board and/or any duly appointed committee thereof.
- The “over 4 hour” rate would apply to wedding receptions, large banquets, etc. where the building would be occupied all or most of the day or where set up would be required the evening before.
- The “under 4 hour” rate applies to bridal or baby showers, birthday parties, family gatherings, graduation parties, small receptions, etc. requiring a half day usage. Particularly on graduation weekend, the building may be rented by multiple groups at different times.

Deposit Policy:

- Renter shall fill out, detach, and submit the Return of Rental Deposit Form found on pages 5-6 of this Rental Agreement & Request packet AFTER the rental is complete in order to receive the deposit check back. Additional instructions can be found at the top of page 5.
- The return of deposit is subject to approval upon the inspection of the facilities rented.

Returned Check Policy:

- There will be a \$30.00 processing fee applied to any returned check.

SFCC FACILITY RENTAL FEE STRUCTURE

If paying by check, please write *separate checks* for the total fee and total deposit. The deposit check will not be cashed or deposited but shall be held until the completion of the rental period. The fee check is non-refundable.

MEMBER Fee Structure:

	<i>Over 4 hours</i>	<i>Under 4 hours</i>
Building	Fee + Dep.	Fee + Dep.
Worship Center	\$25 + 100	FREE
Fellowship Center	\$100 + 100	\$50 + 50
Both Buildings	\$125 + 100	\$50 + 50

NON-MEMBER Fee Structure:

	<i>Over 4 hours</i>	<i>Under 4 hours</i>
Building	Fee + Dep.	Fee + Dep.
Worship Center	\$150 + 100	\$50 + 100
Fellowship Center	\$200 + 100	\$200 + 100
Both Buildings	\$250 + 100	\$250 + 100

Other Fees (if applicable):

<u>Service</u>	<u>Fee</u>
Ministers Honorarium	\$100
AV Operator	\$50
Decorations (<i>e.g., candles, table centerpieces, etc., if rented from SFCC</i>)	\$50

Total Fee Amount Due: \$_____

Total Deposit Amount Due: \$_____

SFCC RETURN OF RENTAL DEPOSIT FORM

Submit this form (pages 5-6) AFTER your rental to receive your deposit check back.
Do NOT turn this form in with your Facility Request before your rental.

Instructions

1. Do a final walk-through after your rental, check off each of the tasks listed, and sign and date at the bottom.
2. Leave this Return of Rental Deposit Form on the kitchen counter (if renting the Fellowship Center), or on the brown table in the rear of the sanctuary on the north wing (if renting the Worship Center).
3. Upon inspection of the building(s), your deposit will be returned to you in a timely manner.

Fellowship Center Checklist (if used)

- ☐ Put all tables and chairs back the way you found them.
- ☐ Rinse out sinks. Wipe off backsplashes of any splatters.
- ☐ Rinse out coffee pots, and dispose of filters/grounds into the trash cans.
- ☐ Wipe off kitchen counters and all tables that were used.
- ☐ Sweep up floors of noticeable debris.
- ☐ Check restrooms to make sure toilets have been flushed, and turn off lights.
- ☐ Take out kitchen trash and place in dumpster in the gravel lot across the road (next to the garage). Replacement trash bags are found under the small hand-washing sink.
- ☐ Check all stove/oven knobs to make sure gas is turned off.
- ☐ Adjust thermostats (see instructions above the thermostats on the wall).
- ☐ Turn off all lights.
- ☐ Lock (undog) all doors. The undogging instructions are found on the crash bar of the doors. The hex key is located on a hook on the white frame of the door.

Worship Center Checklist (if used)

- ☐ Put all furniture and items back the way you found them.
- ☐ Check restrooms to make sure toilets have been flushed, and turn off lights.
- ☐ Take out kitchen trash (if kitchen was used) and place in dumpster in the gravel lot across the road (next to the garage).
- ☐ Walk through all rooms that were used to collect personal items and clean up any trash left behind, including the pew/pew racks.
- ☐ Check all stoves/ovens that were used to make sure they are turned off.
- ☐ Turn off all lights.
- ☐ Lock (undog) all doors.

Renter Signature

Date Signed

[SFCC Personnel: Attach returned Rental Deposit HERE]

Rental Deposit Returned By:

SFCC Personnel Signature

Date Signed

Submit this form (pages 7-8) BEFORE your rental.

[Renter: Attach Rental Fee AND Deposit HERE]

Renter, complete this section:

\$_____ Fee Attached ☐ Check # _____ ☐ Cash

\$_____ Deposit Attached ☐ Check # _____ ☐ Cash

SFCC FACILITY RENTER INFORMATION

Renter's Name: _____

Organization (if applicable): _____

Mailing Address: _____

City / State / Zip: _____

Primary Phone: _____

Email: _____

Alternate Contact: _____

Relationship to Renter: _____

Primary Phone: _____

SFCC FACILITY REQUEST FORM

Date(s) Requested: _____

Purpose of Rental: _____
(e.g.: Wedding, Reception, Reunion, Birthday Party, etc.)

Circle only one choice for each facility

Worship Center	Main Level	Lower Level	Entire Facility	Not This Facility
Fellowship Center	Main Level	Lower Level	Entire Facility	Not This Facility

Hours Requested: _____ to _____

Note: Remember to allow time for set up, tear down, and clean up. We will make every effort to accommodate your needs. However, as these are active church facilities, exclusive use of all areas for set up and clean up times may not be guaranteed.

By signing this document, the renter states that he/she has read the Sandborn First Christian Church Rental Agreement and Fee Structure, has filled out all information accurately, and agrees to abide by all of the provisions contained herein.

_____ Renter Signature	_____ Date Signed
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-----SFCC Personnel Only-----

- ☐ Dates & Event Approved
- ☐ Deposit Collected
- ☐ Fee Collected
- ☐ Deposit & Fee Waived (i.e.: for funerals, community groups, or other SFCC Board-approved events)

_____ SFCC Personnel Signature	_____ Date Signed
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