

GRACE BIBLE FELLOWSHIP OF ANTIOCH



Special Events Building Rental Agreement

TYPE OF EVENT: Funeral Wedding Special:

TERM AND/OR DATE OF EVENT(S):
(i.e. every 1st sat. etc.)

TIME OF EVENT:

COMPANY AND/OR CLIENT NAME:

CLIENT PHONE NUMBER(S):

EMAIL ADDRESS:

Thank you for your interest in using space within Grace Bible Fellowship of Antioch. We make every effort to accommodate "all" request for the use of our space and welcome the opportunity to share our building(s) with outside groups and organizations. In our continuing effort to preserve our buildings, its furnishings and grounds, we request everyone who use our building(s) to honor the Policies, Procedures and Guidelines outlined in this Building Rental Agreement.

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Scheduling of Facilities (RENTAL OF FACILITIES)

1. Because many groups from the church regularly use the GBF Facilities, it is necessary for anyone wishing to use the church facilities to make reservations through the church office. The Agreement(s) are available at the church office or you can call the office at (925) 522-2017 and request a copy to be faxed or emailed to you.
2. After verification that your requested date is available, **(Call 925 522-2017 to find out if your requested date is available)** you can make reservations by filling out the Building Rental Agreement.
3. The facilities generally are not available on Sundays or Wednesdays. The Senior Pastor may grant exceptions with prior approval.
4. GBF pricing is based off a 4-hour rental rate. We do not have hourly and/or 2-hour rates. Renters can ask for “additional” hourly time slots. (*See Rental Fees on page 5*)
5. It may be necessary for renters to provide their own rental event insurance. Please inquiry before submitting agreement.
6. Storage of equipment and supplies are not allowed prior to and/or after the renter’s event.
7. Security deposit refunds are determined after each event(s) inspection and can take up to 15 business days to be processed.
8. The rental agreement should be completed and returned to the church office for approval at least four weeks prior to the event. Unless it is a funeral.
9. No one should schedule events, meetings and/or activities without the Building Rental Agreement approval for the event and appropriate payments have been paid.
10. Regular scheduled church meetings and activities at GBF will have first priority in the use of its facilities.

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RESERVATIONS

1. As a non-profit, religious organization, we reserve the right to refuse rental of our facilities for any activity that is contrary to our beliefs, practices and policies.
2. The Building Rental Agreement must be filled out for all activities by **members** or **non-members** requesting usage of GBF facilities.
3. The Building Rental Agreement must be signed, approved, and filed at the church office prior to the scheduled event.
4. Decorating/setup and clean-up time is included in your **rental hours**. Any time needed outside of the rental hours is subject to our additional hourly fee (no ½ hours available). See Rental Fees on page 5.
5. Senior Pastor, Kirkland A. *Smith will provide services for weddings and funerals/home going services for **members only** (active members according to GBF's constitution, completed New Member's Classes and are members in good standing within the past 12 months), if his calendar permits. (See Fees on page 5)*

CANCELLATIONS

1. The deposit minus an admin fee is refundable if the applicant cancels the event 30 days before the scheduled event. The Admin fee equals 50% of the security deposit.
2. The applicant will be charged for any return check fees if incurred by GBF. *Current check return fee is \$25 and subject to change at any time.*
3. All usage fees (if applicable) are to be paid through the Administration Office according to the fee schedule set in this policy prior to the scheduled event. All checks shall be made out to "Grace Bible Fellowship of Antioch."

GENERAL RULES FOR ALL OCCASIONS

1. The use of sound and/or video equipment and the services of a technician may be scheduled through the admin. office. Fees are required to be paid in advance for all events scheduled and are required for the use of GBF's sound/video equipment. Only GBF Approved Technicians are allowed to operate the sound/video equipment at any time.
2. All fees are required to be paid in advance of all events scheduled.



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GENERAL RULES FOR ALL OCCASIONS CONT'D

3. No open flames are allowed in the building. This includes candles and Sterno (liquid cooking fuel) or similar products. Unless **approved in advance** at time of rental.
4. Clients are responsible for their guest and or any damages/mishaps to property or people on the premises that incurred during their event. **Your security deposit can be withheld if there are any damages or mishaps discovered after the event.**
5. If approved, temporary (less than 30 days) mounting of signs, posters, notices, etc. shall be accomplished by using fastening devices that will not damage the building finishes.
6. Painting, plumbing, electrical and hardware modifications **may not be made at all.**
7. Children (ages 12 and under) are not allowed in carpeted areas with food or drink. With the exception of our Multipurpose Room. The renter assumes responsibility for cleaning any areas soiled by spills or crumbs from dropped food or drink.
8. Renter is responsible for removing all decorations and anything else brought into the facilities. GBF staff will take down the tables, chairs and mop.
9. No alcoholic beverages, smoking of tobacco or vaping materials, or marijuana or any illegal substances are not allowed on GBF property grounds. **Violation of this rule could terminate your event and cause you to forfeit your security deposit.**
10. Do not rearrange or remove any equipment or furniture in the facility without prior approval.
11. Children or Adults are not allowed in the playground, sports field, or basketball court unless rented out. In addition, children must be supervised at all times. All rentals are using such equipment at their own risk and GBF will not be held liable for injuries or accidents.

DISCLAIMER

1. The Administrative Office or Senior Pastor, reserves the right to make specific decisions about situations and events not specifically mentioned in this Policy on a case by case basis and will be final.
2. The Administrative Office or Senior Pastor reserves the right to make revisions to this Policy on an "as needed" basis in order to ensure that the Vision, Mission and purposes of GBF are fulfilled.
3. GBF reserve the right to make pricing changes without prior notice.

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RENTAL FEES

All Rental Fees are for a **minimum** of a 4-hour rental.
Any time over 4-hours is subject to additional charges.

Service	*Member	Non-Member	Calculations	
			# of Items	Fee
Refundable Security Deposit	200.00	400.00		
Sanctuary <i>(Additional hourly rate \$150.00)</i>	400.00	800.00		
Kitchen <i>(Additional hourly rate \$100.00)</i>	250.00	400.00		
Multi-Purpose Room <i>(Additional hourly rate \$100.00)</i>	250.00	400.00		
Classroom(s) (per room)	25.00	125.00		
Sound Technician <i>(Additional hourly rate \$75.00)</i>	150.00	300.00		
Video Technician <i>(Additional hourly rate \$75.00)</i>	150.00	300.00		
Video Streaming/Recording	75.00	75.00		
Musician	125.00	200.00		
Security Guard(s) <i>(Additional hourly rate \$10.00)</i>	*80.00	*100.00		
Custodial Fee	250.00	400.00		
Clergy (Ministers)	175.00	300.00		
Clergy (Senior Pastor)	0.00	400.00		
		Total		

***GBF Members** are active members according to GBF's constitution (i.e., completed New Member's Orientation Classes and are members in good standing within the past 12 months)

EQUIPMENT RENTAL FEES

Service	*Member	Non-Member	Calculations	
			# of Items	Fee
Game Truck <i>(Local travel only) 2-hour Rate</i>	400.00	450.00		
Playground	0.00	60.00		
Sports Field	*60.00	*100.00		
<i>See Tables and Chairs Chart Below</i>				
		Total		

***SECURITY GUARDS** Security guards are mandatory while guests are present. All Rental fees are for a minimum of a 4-hour rental. Anytime over 4-hours is subject to additional charges. Member Rate @\$20.00 per additional hour. Non-Member Rate @ \$25.00 per additional hour.

***SPORTS FIELD** Member rate is \$60.00 per hour with a minimum of two (2) hours. Non-Member rate is \$100.00 per hour with a two (2) hour minimum.

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- 1 – 80 people (1 guard) , 81 – 160 people (2-3 guards), 160 or more people (3 or more guards)

TABLES AND CHAIRS – MAXIMUM OF 10 TABLES PER RENTAL AGREEMENT

Tables/Chairs Available			Client's Select Below
60" round tables or	8 to 10 chairs per table		
6' rectangle tables	6 chairs at each table		
Blue	Cushion Chairs	125	
Blue	Plastic Chairs	50	
Green	Cushion Chairs	60	

ROOM CAPACITY AND AVAILABILITY

- Multi-Purpose Room seats 125 occupants.

PAYMENTS AND SECURITY DEPOSITS

1. Your Refundable Deposit plus ½ of the total Rental Package amount is **due** upon booking to secure your event date.
2. The remaining balance is due in full two (2) weeks prior to your event date.
3. Acceptable forms of payment are Cash, Business Checks (no personal checks), Money Orders and Credit/debit Cards.
4. The Refundable Deposit will be returned by mail within 15 business days of the event if building is left clean and undamaged.

SET-UP/ CLEAN UP

- Our Facilities Department will setup your tables and chairs according to your specifications prior to the rental time and will also provide you with trash cans and liners.
- It is the responsibility of the Renter to clean up immediately after their event removing all decorations and any other items brought into the church. Set-up/clean-up time is included in your rental hours. All trash should be put in the trash bins and taken out to the dumpster.

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LESSEE ACKNOWLEDGEMENT OF UNDERSTANDING

Please sign the agreement that states the following:

1. I as the Lessee (print name) _____ have read the recommended using Building Rental Agreement and agree to all of the Terms and Conditions set forth below:
2. Lessee uses the facility **ONLY** for the purpose of _____
3. If Lessee exceeds the 4-hour Building Rental Agreement scheduled time our additional hourly rate may apply. (See *Rental Fees on page 5*)
4. Lessee will remove “all” their equipment (i.e., supplies, decorations, hung items and anything else brought into the facilities after use of the facilities.
5. Lessee agrees to abide by the Rules and Regulations for facility use outlined in this agreement.
6. Lessee accepts full responsibility for protecting church property and equipment; and assumes all liability for repairs or replacement; or for any damage done to buildings, equipment, or other church property used by the Lessee.
7. Lessee also assumes full responsibility for the conduct of all persons using the facility during the rental period.
8. Lessee agrees to assume all liability and to hold harmless and indemnify GBF, its Trustees, employees and agents from “ALL” liability arising out of the Lessee’s use of GBF’s facilities.
9. See other **SPECIAL COVID19 REQUIREMENTS**
_____ your signature attest that you are in agreement with the attached special requirements and a violation of such requirements could result in withholding of your security deposit.

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This section of the Rental Agreement (To Be Completed by Admin Staff)

CLIENT PAYMENT INFORMATION (payment due).

Total Amount: _____	Payment Rec'd: _____	Balance Due: _____
Balance Forward: _____	Payment Rec'd: _____	Balance Due: _____
Balance Forward: _____	Payment Rec'd: _____	Balance Due: _____
Balance Forward: _____	Payment Rec'd: _____	Balance Due: _____

LESSEE to pay _____ and Security Deposit) include in total cost. **(Custodial Fees)** included in total cost. **(Audio Tech Included in Sanctuary only)** in accordance with the established fee.

This Rental Agreement is between Grace Bible Fellowship of Antioch and

(Clients Name): _____

Executed on this _____ day of _____ year of 2022

This section of the Rental Agreement (To Be Completed by Client)

BUSINESS/CLIENT'S NAME: _____

BUSINESS/CLIENT'S ADDRESS:

SIGNED BY:

(Signature)

SIGNED BY:

(Print)

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DATE

SIGNED: _____

(A copy of this Special Events Building Rental Agreement will be given to the Lessee and a copy is kept on file in GBF's Church Office)