

Church of the Four Seasons

9100 E 109th Avenue, Crown Point IN 46307
(219) 663-7803

Today's Date: _____

Request for Room Rental

Person Making Request: _____ Phone: (_____) _____

Group or Organization: _____ Email: _____

Address: _____

Event Date / Day of the Week: _____ Approximate number of Attendees: _____

Event Purpose: _____

Access to the facility on the day of the event will begin at _____ and end promptly at _____. Additional hours will incur fees.

Refundable damage deposit of **\$100.00** is required. If damages to the property are incurred, then all or part of the deposit may be forfeit.

Prices are non-negotiable, regardless of membership status.

Requested Areas:

- Agape Center - **\$200.00/ 3 hours**. Maximum occupancy is 131 people.
Tables, chairs, 1 highchair and 2 booster seats are included. Coffee bar cannot be moved. Use of kitchen included - counters, sinks, microwave, free-standing oven and refrigerator. *Stove and dishwasher are not to be used.*
- Sanctuary - **\$200.00 / 3 hours**. Maximum occupancy is 150 people.
 - Additional Hours - **\$50.00 / hour** (Agape Center and/or Sanctuary). Total additional hours _____
Please notify church staff ahead of time if a dressing area or additional room is needed.
- Audio / Visual - **\$100.00 / 3 hours**
 - Additional Hours - **\$20.00 / hour** (Audio / Visual). Total additional hours _____

Requested Items for use:

_____ Number of Round Tables (9 available) If purchasing table covers, you will need 84" round.

_____ Number of 8' Rectangular Tables (4 available) If purchasing table covers, you will need 108" long.

FOR OFFICE USE ONLY - This section must be completed prior to Agreement being signed.

Pastor's Approval: _____ Representative assigned to event: _____ Media Support Initials: _____

Total Hours Rented: _____ Total Rental Fee: \$ _____ Total Collected: \$ _____ Church Calendar Cleared

Event Rental Agreement

This Event Rental Agreement by and between Church of the Four Seasons United Methodist (Lessor) and _____

_____ ("Lessee") is a legally binding contract.

The lessee agrees to the terms and conditions of this agreement and is granted a license to use Church of the Four Seasons (Facility) for

the Event, to be held on _____ between the hours of _____ and _____.

THE FOLLOWING CONDITIONS APPLY:

- No smoking, vaping or chewing in the building or on the church grounds
- No alcoholic beverages on the church property.
- No food or drink is allowed in the Sanctuary.
- All furniture is to be replaced where it was found.
- Surfaces and tables should be wiped down.
- All utensils, bowls, trays, etc. that are used must be washed and returned to their places.
- Painter tape should be used to hang decorations – NO Scotch Tape
- Coffee bar must not be moved. It is plugged in and will be damaged if moved.
- All trash should be placed in the proper receptacles inside the building. Church representative will remove to exterior dumpster.
- Exterior doors shall remain shut. Do not prop open exterior doors.
- Report any problems or concerns to the church representative.
- In case of inclement weather, please be advised that snow clearing is not provided as part of this agreement.

RENTAL FEES

Rental fees must be paid in full prior to the day of the Event.

INDEMNIFICATION

Lessee shall indemnify, defend and save harmless Lessor, its’ officers, agents and employees from and against any and all loss, cost (including attorney’s fees), damage, expense and liability (including statutory liability and liability under worker’s compensation laws) in connection with claims, judgments, damages, penalties, fines, liabilities, losses, suits, administrative proceedings, arising out of any act or neglect by the Lessee, its’ agents, employees, contractors, Lessees, invitees, representatives, in, on or about the Facility. This indemnity shall survive the termination of this Agreement. Lessee hereby releases Lessor from any and all liability or responsibility to Lessee or anyone claiming through or under Lessee by way of subrogation or otherwise for any loss or damage to equipment or property of Lessee covered by any insurance then in force.

“AS-IS” CONDITION

Lessee agrees to accept the Facility in its’ “as-is” condition “with all faults.”

ASSIGNMENT AND SUBLICENSING

Lessee shall not assign any interest in this License Agreement or otherwise transfer or sublicense the Facility or any part thereof or permit the use of the Facility to any party other than the Lessee.

TERMINATION

Lessor may terminate this Agreement based upon any one or more of the following events:

A. Failure of Lessee to pay the Rental Fee or any other charges due hereunder when the same is due:

B. Lessee fails to perform any of its covenants hereunder. In any of the aforesaid events, and in addition to any and all rights and remedies available to Lessor by law or in equity, Lessor may with or without further notice, forthwith terminate this Agreement and expel and remove Lessee, or any other persons in occupancy from the Facility, together with their goods and chattels, using such force as may be necessary in the judgment of the Lessor or its’ agents so doing, without evidence of notice or resort to legal process or becoming liable for any loss or damage which may be occasioned thereby, and repossess and enjoy said Facility, and in addition to any other remedy it may have, Lessor may recover from Lessee all damages it may incur by reason of such breach by Lessee.

INTERFERENCE

Lessee shall use the Facility in a manner which shall not cause interference with the use or occupancy of the other portions of the Building by Lessor or others in any way. Lessee’s use hereunder will be done in such a manner so as not to interfere with or impose any additional expense upon Lessor in maintaining the building.

RESTORATION

If any damage occurs to the Facility, or if any repairs or replacements need to be made to the Facility as a result of Lessee’s exercise of its’ rights under this License, Lessee shall pay Lessor for any such damage, repairs, or replacements upon demand by Lessor.

CANCELLATION

Lessee may cancel this Agreement at any time up to 1 days prior to the Event Date by providing written notice of such election to Lessor, at no cost to Lessee. For cancellations on the Event Date, Lessee will be charged 100% of the Rental Costs and any expenses incurred by Lessor.

GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Indiana. Any legal actions, claims or demands shall be handled in a court of competent jurisdiction with the State of Indiana.

The following parties agree to all regulations and will adhere to the conditions of the Rental Agreement.

LESSOR

Church of the Four Seasons United Methodist

By: _____

LESSEE

Please print

By: _____