

THE RIVER VALLEY LIFE CENTER CHURCH, INC

Facilities Rental Application

- Rentals are on a first-come, first serve basis
- Church members requesting space will have priority over community related requests
- No Sunday use prior to 3:00pm
- In order to reserve all or part of the facility, a signed application and security deposit is required to secure the requested date
- Renters must pay for all damages in excess of the security deposit
- If the facility has to close due to weather or other calamity, a full refund will be issued

Application

Date: _____

Applicant Name: _____

Organization Name: _____

Address: _____

Phone: _____

Cell Phone: (Contact During Event): _____

Space(s) to Be Used (please circle):

- Barn Sanctuary
- Kitchen
- Pond
- Gathering Room
- Full facility- Barn
- Lawn

Date of Use: _____

Time of Use (Please include time needed for Set-up and Break-Down):

Arrival: _____ Departure: _____

Purpose of Use: _____

Number of Persons Expected: _____

Audio/Visual Requests:

Person Responsible: _____

Facility Use Agreement

Terms & Conditions

- NO SMOKING inside, or within 30 feet of, the facilities at any time
- Wine or alcohol products are not permitted on the property Including all interior and exterior grounds (property & parking lots)
- Adult (age 21 or over) supervision is required for all events
- Restrooms, tables, chairs, and appliances are available as needed
- No one is to be in the sound room unless accompanied by a trained technician
- The Renter is responsible for set-up and break-down for all tables and chairs used at functions
- The Renter is responsible for returning the facility to the condition in which it was received **
- All garbage and recyclables are to be removed from the building after the event and placed in the dumpster at the back of the property
- All furniture is to be placed back in its original position unless prior arrangements have been made
- All decorations/staging/equipment must be removed following the event
- No Donations
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission
- Any property left without permission, if not recovered within 2 weeks of the event date, will become the property of River Valley Life Center and may be disposed of
- Doors should be locked and A/C returned to original settings
- All lights/appliances are to be turned off
- All garbage must be collected and placed in the dumpster at the back of the property
- Please notify Facility Coordinator, by text or phone, when the facility has been vacated
- Cleaning supplies must be returned neatly to the janitor's closet specified by facility coordinator
- Any repair or replacement costs due to food, beverage, or negligence will be charged to the renter by way of invoice
- At the conclusion of the function, the rental party must sign a completed clean-up checklist and leave in the white mailbox by Entrance D

Fee Schedule

Non-Member Weddings/Receptions Only

- Deposit of \$250 with the signed contract to secure the date
- Full facility rental (new building): \$1000 up to six (6) hours (inclusive of 2 hour building usage for rehearsal and an onsite Facility Coordinator)
- Each additional hour will be subject to the rate of \$125 per hour
- Sanctuary Only (New Building) : \$500 up to six (6) hours
- Each additional hour will be subject to the rate of \$85 per hour
- Sanctuary Only (Old Building): \$250 up to six (6) hours
- Gathering Room facility (Old Building): \$250 up to six (6) hours
- Sanctuary and Gathering Room/Kitchen area (Old Building): \$500 up to six (6) hours
- Each additional hour will be subject to the rate of \$40 per hour
- Time slots available: 9am-3pm and 4pm-10pm (If additional time is needed, this can be adjusted)
- In the event that you cancel the date within two weeks of the event, the deposit becomes non-refundable and you will not be charged the remaining balance
- Remaining balance will be required two (2) weeks prior to the event
- Sound Technician fee due one (1) week prior to the event
- Sound Technician rate \$100 – up to 4 hours – additional time will be subject to \$25 per hour)

****Additional Services:**

- **Approved Cleaning Company that The River uses**
- **Professional Photography**

If you are interested in getting rates for either of these services please check this box

Reduction or waiving of fees does not negate any of the Site Regulations Policy and Procedures

Total: _____

Applicant Signature: _____

Date: _____

RVLC Rep Signature: _____

Date: _____

For Office Use Only

Deposit Received:

Date: _____ Check #: _____ Authorized: _____

Deposit Returned:

Date: _____ Check #: _____ Authorized: _____

We accept Visa, Mastercard, American Express, Discover and Paypal Payments@ info@rivervalleylifecenter.com

HOLD HARMLESS AGREEMENT

I, the undersigned, understand and agree that neither the Church nor its trustees or representatives, or employees may be held liable in any way for any occurrence in connection with the activity which may result in injury, harm or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use this facility, building, and ground, as well as all appliances and fixtures, I assume all risk in connection with participation in the activity. I further release the church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the activity. I further agree to same and hold harmless the church, its trustees, employees, agents, or representatives from any claim by the undersigned renter in any form or fashion.

I further state that I am authorized to sign this agreement: that I understand the terms herein are contractual and not mere recital: that I signed this document of my own free act and volition. I state and acknowledge that I have fully informed myself of the content of this affiliation and release by breaching it before I signed it.

I, _____ have read and agree to abide by the terms and conditions of this agreement, including any supplementary agreement(s) attached hereto: to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures, and valuables, allowing no unauthorized person(s) to enter or use church property and to remove any property brought into the church when the rental period is over.

Any infraction of this agreement may result in loss of security deposit, additional charges, and denial of further use of the church premises, and/or cancellation of this contract.

Applicant _____ Date _____

For Office Use Only

I have executed this affirmation and release on the _____ day of _____, 20____

Authorized By: _____

CLEANING CHECKLIST

This cleaning list must be used for the \$250 deposit to be refunded after a full inspection and approval has been done.

- Vacuum carpeted area used
 - Common Area: Vacuum, straighten
 - Stage area: Straighten and clean appropriately
 - Trash: Empty trash cans throughout building in use
 - Foyer/Hallway: Dust/mop/straighten
 - Bath Rooms: Sinks, toilets & floors
 - Front porch area: Straighten & remove rubbish
 - Return chairs and tables to their destination
 - Remove all of your belongings and decor
-
- To ensure return on deposit; Check mark each area, sign and date this form. Place this completed form in the white mail box by Entrance D

X _____ Date _____

OFFICE USE ONLY:

_____ **Building was returned to the condition in which it was received**

ADDITIONAL INFORMATION

- The \$250 deposit must accompany the signed contract is what secures the date on the churches calendar.
- If the rental party would choose *to* clean the facility according to the contract, then the \$250 deposit is refundable after the inspection of the building has been done. Once approved, the deposit would be returned within 2 weeks of the event date. This deposit is separate from the fee for the renting of the facility.
- If the rental party would choose to *not* clean the facility according to the contract, then we will supply you with the approved cleaning company that the church uses for the rental party to obtain their rates which would be separate from this contract. The \$250 deposit would be taken from the total rate for the building rental. The balance due, based on the signed contract agreement, would be required to be paid within two (2) weeks prior to the event date.
- The rates listed within the contract is inclusive of 2 hours building usage for rehearsal.
- The rates listed within the contract is inclusive of having a Facility Coordinator onsite during the event.
- The Sound Technician fee of \$100.00 will be due one (1) week prior to the event date. A Sound Technician is available at 6:00 pm or 7:00 pm for the night of the rehearsal.

Should you have any additional questions or concerns, please contact:

Ginger Reed, Facility Coordinator
Phone: 740-582-0825