



**THE RIVER VALLEY LIFE CENTER CHURCH, INC**  
**Facilities Rental Application- Non Member**  
**Location: 2190 Coonpath Rd. NW Lancaster, Ohio 43130**

- Rentals are on a first-come, first serve basis  
Please note, Non-members are only able to rent for Funerals and Corporate Events
- Church members requesting space will have priority over community related requests
- No Sunday Rentals
- 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: \_\_\_\_\_

OrganizationName: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Cell Phone: (Contact During Event, if different from above): \_\_\_\_\_

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

- Barn Sanctuary
- Gathering Room (Basement)
- Kitchen
- Full facility- New Building
- Pond
- Lawn

Date of Use: \_\_\_\_\_

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

Arrival Time: \_\_\_\_\_

Departure Time: \_\_\_\_\_

Purpose of Use: \_\_\_\_\_

Number of Persons Expected: \_\_\_\_\_

Audio/VisualRequests: \_\_\_\_\_

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
- 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 Funerals and Corporate Events**

- Deposit of \$250 with the signed contract to secure the date
- Full facility rental (new building): \$4000 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 \$250 per hour
- Sanctuary Only (New Building) : \$2000 up to six (6) hours
- Each additional hour will be subject to the rate of \$200 per hour
- Sanctuary Only (Old Building): \$1000 up to six (6) hours
- Gathering Room facility (Old Building): \$500 up to six (6) hours
- Sanctuary and Gathering Room/Kitchen area (Old Building): \$1125 up to six (6) hours
- Each additional hour will be subject to the rate of \$100 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 nonrefundable 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 \$200 – up to 4 hours – additional time will be subject to \$75 per hour)

\*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: \_\_\_\_\_

**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 the 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 reading 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\_\_\_\_