

Rental/Facility Usage Agreement

PARKWAY United Church of Christ

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Parkway United Church of Christ makes certain of its church spaces available for rental to the community, subject to the needs, policies, and values of the church. All renters are expected to respect the church and take no actions inconsistent with the church's religious mission. This Rental Agreement sets forth the customary terms and conditions of church rentals, but no agreement can anticipate all situations, and the church reserves full rights and discretion with respect to all rentals and all uses of its space.

Person/Group				Contact Name(s)			
Contract Date(s)			<input type="checkbox"/> New	<input type="checkbox"/> Renewal	<input type="checkbox"/> Updated		
Mailing Address				Invoicing Address			
Telephone				Fax			
Email(s)							
Purpose of Use				Expected # of Attendees			
Room(s)	<input type="checkbox"/> Children's Church Rm (14)	<input type="checkbox"/> Classrooms (2)	<input type="checkbox"/> Fellowship Hall (18)	<input type="checkbox"/> Gathering Space (26)			
	<input type="checkbox"/> Heritage Room (11)	<input type="checkbox"/> Historic Sanctuary	<input type="checkbox"/> Kitchen (17)	<input type="checkbox"/> Library (10)			
	<input type="checkbox"/> Middle School Rm (15)	<input type="checkbox"/> Music/Choir Room (25)	<input type="checkbox"/> Nursery (1)	<input type="checkbox"/> Office Work Room (22)			
	<input type="checkbox"/> Sanctuary (28)	<input type="checkbox"/> Senior High Room (16)	<input type="checkbox"/> Upper Playground	<input type="checkbox"/> Room 12 (half - w/sink)			
Resource(s)	<input type="checkbox"/> Multi Media	<input type="checkbox"/> Furniture	<input type="checkbox"/> Other: Refrigerator (LL), backyard, copier				
Parking Space(s)							
Date(s) of Use			Time(s) of Use	<input type="text"/> Daily Start	<input type="text"/> Daily end		
Fee(s)	Security Deposit						
Payment Schedule							
Special Requests and Terms							
Alcohol	No alcoholic beverages allowed.						
Smoking	No smoking allowed on church properties.						
Responsibility & Liability	<ol style="list-style-type: none"> User agrees that it will not use the premises for any unlawful purpose, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities. User agrees to abide by any rules or regulations for use of the premises that are attached to this agreement. User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.00. User will provide a Certificate of Insurance to Parkway United Church of Christ at least 30 days prior to the date upon which the User begins use of the described premises. The Certificate of Insurance will indicate that User has made Parkway United Church of Christ an "additional insured" on User's policy with respect to the use by User of the above described premises. User shall to the maximum extent permitted by law, indemnify and hold harmless and defend Church (including Church's trustees, officers, directors, employees, representatives and agents, as well as its successors and assigns) against and from all costs, expenses, liabilities, losses, damages, injunctions, suits, actions, fines, penalties, claims and demands of every kind or nature whatsoever arising out of : <ol style="list-style-type: none"> any failure by User and any of its trustees, officers, directors, employees, invitees, licensees, representatives, and agents, as well as its successors and assigns, to perform any of the agreements, terms, covenants or conditions of this Agreement, any accident, injury or damage, including, but not limited to, bodily injury, personal injury, emotional injury, to persons and/or damage to property, which shall happen in or about Parkway United Church of 						

Christ Premises or appurtenances, however occurring (including snow/ice), that may result from any person using the above described premises, its entrances and exits, and surrounding areas for User's purposes, regardless of negligence of Parkway United Church of Christ (including Church's agents, employees and representatives) or otherwise,

- c) any failure to comply with any laws, ordinances, requirements, orders, directions, rules or regulations of any federal, state, county or city governmental authority,
 - d) any materials used in the construction or alteration of any building(s), fixtures or improvements thereon on behalf of User,
 - e) User's possession and use of Parkway United Church of Christ Premises and/or the operation of its business on Parkway United Church of Christ Premises, whether or not such use is a Permitted Use.
5. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances, exits and parking lot. This includes sweeping floors so it is free of trash/spills. Please make sure no adhesive nametags are stuck to the floor. Please take all trash to the dumpster located in rear of building.
 6. Wear and tear beyond reasonable expectation is the responsibility of the User. If Parkway United Church of Christ property or belongings are broken or damaged, it is the responsibility of the User to pay for repairs. Any and all repairs must be authorized by Parkway United Church of Christ. Any repairs not paid in full will be deducted from the security deposit.
 7. User agrees to conduct a visual inspection of the premises prior to each use, and warrants that the premises will only be used if it is in a safe condition.
 8. User agrees to keep entry doors locked, OR attended by a responsible party. Unattended doors must be locked at all times.
 9. Any advertising or promotion of User events held on Parkway United Church of Christ property must have advance approval from Parkway United Church of Christ. User may use normal name and address of Parkway United Church of Christ to identify location. User is not to suggest/imply endorsement/affiliation of Parkway United Church of Christ without advance approval from the Church.
 10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of Parkway United Church of Christ.

I have read and agree to the terms and conditions set forth in this rental/facility usage agreement.

Print/Type Name **Title** **Organization**

Signature (electronic signature allowed) **Date**

Attachments Building Map Parking Map Other

Items Issued to User **Key(s)** (interior) exterior keypad code **Parking Permits** (\$5.00 replacement fee.)

Received from User Deposit Other Certificate of Liability Insurance (renewed/updated)
 Returned Key Names & Photo IDs of all UCP Heartland staff

Office Use Only	<input type="checkbox"/> Facility Use Approved	Signature <input type="text"/>	Date <input type="text"/>
	<input type="checkbox"/> Special Requests Approved	Signature <input type="text"/>	Date <input type="text"/>
Data Entry	<input type="checkbox"/> Calendar	<input type="checkbox"/> PowerChurch (invoice)	