



Treasured By God Ministries FACILITY USE AGREEMENT It is our desire that all patrons who periodically use our Community Event Center are able to enjoy the facility. This agreement has been set in place to achieve that goal. The person signing this agreement and the organization on whose behalf the facility rental is being made (collectively the "Renter") are responsible for compliance with this agreement. All renters are required to read and sign the Facility Use Agreement as part of the rental. Please read carefully, fill out Renter, and Event sections, and sign the signature page at the end of this document.

Stained Glass Meeting Room

1. RENTER INFORMATION

Contact Name \_\_\_\_\_  
 Home phone # \_\_\_\_\_ Cell phone # \_\_\_\_\_  
 Street Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
 Organization (if any) \_\_\_\_\_

2. EVENT INFORMATION Event Description \_\_\_\_\_

Date of Event \_\_\_\_\_ Estimated Attendance \_\_\_\_\_ Open to Public? YES NO

Time event begins (includes set-up time) \_\_\_\_\_

Time event ends (includes clean-up time) \_\_\_\_\_

Reserve day before event for set-up if available? (Additional \$100.00) YES NO If yes, what time will you begin your set-up? \_\_\_\_\_

Reserve morning after event for clean-up if available? (9:00AM-10:00AM) (Additional \$50) YES NO

3. RESERVATIONS

1. Reservations should be made well in advance of the intended date of use because demand for facilities is high and dates fill quickly.

2. Our Facility is not considered rented until Treasured By God Community Center receives the following:

- a. Signed Facility Use Agreement
- b. Rental fee & Damage/clean-up deposit\*
- c. Additional fees (day before set-up, morning after clean-up)
- e. Anything else deemed necessary by the TBGCC.

\*Note: Checks will be cashed when received. Facility is not considered rented and date is not reserved until check clears bank.

## 6. FEES

Treasured By God Community Center, Inc will require a Rental fee and a Damage/clean-up deposit from the Renter. These fees, for all activities, must be paid in full immediately following the event. Deposits must be paid at reservation time to hold the event date/time.

Reservations may be cancelled within 24 hours of confirmation and payment of the deposit. After 24 hours of booking, if an event is cancelled\*, or the Renter does not show up for the reservation, the deposit will not be refunded.

- 1) Rental Fee: \$50/hr two hour minimum.
- 2) Damage/Clean up refundable deposit \$50.

### ADD ON:

- 1) Day-before event for set-up (if available) will add \$50 to Rental fee.
- 2) Reserving morning after event for clean-up (9:00AM-10:00AM) will add \$50 to Rental fee.

With the rental you will receive full access to:

- 1) Stained Glass Meeting Room
- 2) Tables and Chairs (Capacity 20+ guests)
- 3) Internet Wifi Access
- 4) Mini-Fridge & Bottled Water
- 5) Keurig Coffee Bar
- 6) Mini Snack Bar (Granola & Chips)
- 7) Microwave
- 8) Smart TV Mounted on the wall.

All checks will be cashed when received. The amount of Damage/clean-up deposit will be returned to the Renter within 10 days after the event if the building passes inspection.

In the event the Facility is left damaged and/or unclean, Damage/clean-up deposit will not be returned. If janitorial and/or damage repair cost exceed Damage/clean-up deposit, renter will be charged for excess of these cost. Renter agrees to pay any clean-up or damage cost above deposit within 30 days of written notice.

An additional charge of \$25 will be charged for all checks that are returned from bank (each time). A check must clear the bank before rental agreement will go into effect and date is held in reserve. Check return charge will be deducted from Damage/clean-up deposit refund.

**Please read before signing: I am an authorized agent of the organization/person submitting this agreement. The information provided in this agreement is true and correct. I have read and understand this agreement and agree to all of the aforementioned rules, regulations, and conditions of use.**

Signature \_\_\_\_\_ Print name \_\_\_\_\_  
Address \_\_\_\_\_  
Telephone: Home \_\_\_\_\_ Cell \_\_\_\_\_

Renter will be required to sign a liability statement upon application approval.

\*See terms and conditions for further information