

RENTAL AGREEMENT FOR CHURCH FACILITIES

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PASTOR DANNY & LADY MELICA SUTTON

RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Contact Name: _____

Group Representing: _____

Address: _____

Home Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____

Number of people attending _____

RENTAL FEES:

☒ Non Refundable Security Deposit **\$250.00 (Balance due 30 days before event)**

☐ Renting of Sanctuary \$600

☐ The Den \$500.00

☐ Outdoor Spaces \$300.00

☒ Sound (operated by TKLCM Team only) \$150.00

☐ Fellowship Hall \$400.00 (4 hours) \$50.00 (each additional hour)

(N/A) Kitchen \$300.00(2 hours)\$50.00 (each additional hour)

☒ KLCM Groundskeeper \$100.00

FACILITY USE AGREEMENT

•TKLCM reserves the right to refuse rental of buildings to organizations and persons who are not in harmony with TKLCM principles and values.

• All decorations, staging, and equipment must be broken down and removed immediately following the event.

• **Renters who expect more than 20 people must obtain General Liability Insurance of at least \$1,000,000 which TKLCM is listed as “additional insured” party. You must provide the church office with a certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certification.**

TERMS AND CONDITIONS:

•NO ALCHOLIC BEVERAGES or SMOKING on church property at any time.

• NO FOOD OR BEVERAGES in the sanctuary. All damages or replacement costs due to food or beverage will be the responsibility of the renter. RENTERS: Please be mindful of food in the sanctuary...let those attending your event know there is no food or drink allowed

•The kitchen is to be left clean – all garbage and recyclables are to be removed from the building immediately after any function.

• The TKLCM handle set-up and break-down for all tables and chairs used at functions. All furniture shall be placed back in its original position unless prior arrangements have been made.

• Any personal or group property left on the church premises shall be at your own risk and only with prior permission from TKLCM.

• ALL areas of the facility should be left as it was found. Kitchen, bathrooms, classrooms etc... At the conclusion of the event, the rental party must sign a completed clean-up check list.

DAMAGE ASSESSMENT:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter.

We 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 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, denial of further use of the church premises, and/or cancellation of this contract.

Approved by The Kingdom Life Church Ministry:

Pastor: _____ **Date:** _____

Financial Representative: _____ **Date:** _____

Applicant: _____ **Date:** _____

❖ ***All payments are to be made via check, debit/credit cards, cashier's check or money orders.***

All Checks made payable to The Kingdom Life Church Ministries.

Sorry NO Cash Accepted!