

RENTAL AGREEMENT FOR CHURCH FACILITIES

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PASTOR DANNY & LADY MELICA SUTTON

(X) KL Groundskeeper \$100.00



RENTAL AGREEMENT FOR CHURCH FACILITIES

DETAILS REGARDING THE EVENT:

Contact Name: _____

Group Representing: _____

Address: _____

Home Phone: _____ Email: _____

Description of Event: () Recording () Rehearsal () Meeting () Baby Shower
() Repast () Service

Date(s) of Event: _____

Number of people attending _____ Age Group: _____

RENTAL FEES:

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

() Rehearsal (Main Sanctuary) \$150.00

() Renting of Sanctuary \$600.00 () KL Members Only \$400.00

() The Den \$500.00 () KL Members Only \$300.00

() Outdoor Spaces \$300.00 (X). KL Security Team \$100.00 (Open & Close Building)

() Sound (operated by KL Sound and Media Team ONLY) \$150.00



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:

- **ALL EVENTS MUST FOLLOW the City of Philadelphia COVID-19 restrictions. See restrictions here:**

The following is intended as a plain-language summary of rules during the COVID-19 emergency and does not replace the need to follow all applicable federal, state, and local laws and regulations.

Protections Needed

Masks

- Provide masks for staff including the leader or celebrant and require them to mask when on site except only:
 - As necessary for the staff member to eat or drink during break times. The staff member should be seated at least 6 feet from others when taking off mask.
- Require all congregants to mask while on site, except for children under age 2.

Barriers

If it is your practice to have the service leader or celebrant sing, place a clear plastic shield/barrier that extends well above the service leader’s head between the service leader and the congregation.

Isolate

- Screen every staff member for symptoms before every shift and prevent them from remaining on site if they have cough, shortness of breath, fever, chills, muscle pain, or new loss of taste or smell.
- It is not necessary to conduct onsite temperature measurement for staff or visitors. If you measure temperatures, use a no-touch thermometer, and do not allow anyone with a temperature of 100.4 or higher to remain onsite.
- Have sick leave policies in place so that employees excluded from the workplace do not lose earnings
- If an employee develops COVID-19 infection or has a positive test, businesses and other organizations must take [additional precautions](#) to stop the virus from spreading further.

Distance

- Use signage to encourage individuals/family groups to space themselves at least 6 feet from others.
- Use floor decals or other visual cues to encourage spacing of at least 6 feet between attendees.
- Use signage or floor markings to have one-way aisles or otherwise direct attendees to follow certain pathways for entering and exiting the service.
- Direct row by row exiting after the service.
- Rope off rows of chairs or pews so that congregants can only sit in every 3rd row.
- For gatherings where congregants pray on mats, separate mats by at least 6 feet or use other visual cues to congregants to separate.
- Congregants should be encouraged to proceed to their seats and remain there throughout the service.
- Consider using contactless door openers to avoid having each person touch door handles.
- Separate service leader from front row of congregants and from other service leaders by at least 20 feet (6 feet is likely to be inadequate because of vocal projection and/or singing).

Reduce crowds

- Indoor gatherings may not exceed 10% of maximum occupancy, even with masks and safe distancing. If maximum occupancy is unknown, 10 persons per 1,000 square feet are permitted. No more than 250 persons are permitted. No food is permitted indoors.
- Outdoor gatherings must be limited to no more than 10% of maximum occupancy and up to 2000 persons, even with masks and safe distancing. If the maximum occupancy is unknown, 10 persons per 1,000 square feet are permitted. If food is present no more than 25 persons are permitted.
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Consider having people sign up for in person services to prevent overcrowding or turning congregants away.

- Continue to offer remote service options even after in-person services resume to offer a safe option to those at high risk and to allow for greater physical distancing of in-person attendees.
- If possible, offer staggered service times to increase physical distancing.
- Avoid communal gatherings pre- or post-service.

Handwashing

- Place handwashing stations or hand sanitizer at entry and outside communal bathrooms for all staff and congregants with prominent signage promoting use.
- Give staff hourly handwashing breaks.

Clean

- Wipe down high-touch surfaces with disinfectant at least every 4 hours. See [CDC guidance](#) for details.
- Clean spaces and items used by staff or congregants between uses unless those items remain unused for at least 4 days between uses. Spaces that remain empty for at least 4 days do not require special cleaning.

Ventilation

- If possible, increase ventilation in the building by either:
 - Opening windows and/or doors on opposite sides of the building and using fans to blow outside air through the building OR
 - Optimizing ventilation provided by the heating, ventilation, and air conditioning (HVAC) system by:
 - Having the HVAC system checked to assure that it is working properly. If it can be adjusted, the system should be set to provide at least 6 air exchanges per hour.
 - Maximizing the amount of outside air circulated by the system.
 - Installing filters with minimum efficiency reporting values (MERV) of 13, or the highest compatible with the filter rack. It is not necessary to use high-efficiency particulate air (HEPA) filters or ultraviolet light irradiation systems.
 - Checking that the external air inlet duct is not blocked and that it is at least 15 feet from people.

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Communicate

- Educate staff and congregants about symptoms and prevention of COVID-19.

Ask people who are sick or who have had close contact with someone with COVID-19 within the past 10 days to not enter, stay home, and follow [CDC quarantine guidelines](#).

- Post prominent signs at entrances and in staff break rooms (if applicable):
 - Encouraging people to cover coughs or sneezes.
 - Mandating physical distancing of at least 6 feet.
 - Mandating that all staff and congregants wear masks.

Other

- Ask that congregants not sing. Humming (inside a mask) and clapping are safer ways for congregants to participate.
- Do not share items such as communion cups.
- Temporarily suspend practices that involve passing items from hand to hand or from hand to mouth.
- Consider alternatives to passing plate for donations (e.g. fixed donation box near entrance) to avoid passing items from hand to hand.
- Food and drink should not be served or consumed at indoor services or gatherings until further notice.

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- 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
 - 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.
 - All events are **FINAL** once submitted to the church office and cannot be changed unless your event has been canceled. If you would like to cancel your event you must call the church office 24 hrs before to reschedule.

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 Ministries:

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!

