

Facility Rental Agreement

For Regular Attenders & External Guests of Lifehouse Community Church

Purpose

This form and all attached forms, documents, and addendums when signed, counter-signed, and accompanied by consideration, shall represent the full agreement between Lifehouse Community Church and the named Rental Party.

Rental Party

Name of Group or Individual: _____

FIRST NAME LAST NAME OR GROUP NAME

Address: _____

ADDRESS

ADDRESS LINE 2

CITY STATE. ZIP CODE

Rental Party Proof of Identification:

A PHOTO COPY SHALL BE ATTACHED TO THIS AGREEMENT of one of the below

State Issued Driver's License

Government Issued ID

US Passport

Agreement

This agreement is made by and between the above named person(s), hereinafter referred to as "renter(s)", "rental party", or "responsible party" and Lifehouse Community Church, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the rental costs and other fees, if applicable as set out under the *Total Amount Due for Your Event* section of the *Facility & Event Fee Schedule* document for the specified date(s) and time(s) set out under the *Request Details* section of the *Facility Use Request & Agreement* document; and the payment of the specified Security Deposit amount under the terms outlined in the *Facility Security Deposit Agreement* document; for the amount(s) also outlined in the *Facility & Event Fee Schedule* document. Lifehouse Community Church does not charge or require any gratuity charge or tip.



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Whereas, Lifehouse Community Church, is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Lifehouse Community Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)' rental for the event.

Whereas, Renter(s) agree to indemnify, protect, and hold harmless Lifehouse Community Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

Whereas, Renter(s) agree to all the terms, conditions, limitations, and restrictions outlined in the attached documents, which include:

- The *Facility Use Request & Agreement* document
- The *General Facility Availability* document
- The *Facility & Event Fee Schedule* document
- The *Facility & Event Policies* document
- And the *Facility Security Deposit Agreement* document

Further, the age of all persons responsible for renting the Lifehouse Community Church facilities must be at least twenty five (25) years and older with no exceptions. This rule is strictly adhered to.

Signature, Renter's Acknowledgement Date Signature, Renter's Acknowledgement Date

Signature, Facilities & Events Manager Date

The Lifehouse Community Church Facilities & Events Manager holds the power to act solely on behalf of Lifehouse Community Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

The campus, facilities, and venues of Lifehouse Community Church should be treated with great respect and care at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.



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Additional Conditions

Occupancy:

Maximum occupancy for Lifehouse Community Church is not to exceed 600 persons. The total number of persons attending any event must be kept to or less than 600 persons in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the Security Deposit. In the instance that any county or city fines are assessed due to exceeding occupancy restrictions, the renter shall be fully responsible for the costs of said fines.

Responsibilities:

Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, vendors or other service providers, and their guests, if the Security Deposit is not sufficient to cover them. • The conduct of their helpers, hired staff, vendors or other service providers, and their guests on the premises; before, after, and during their event.
- The proper handling of all equipment and furnishings.
- Cleaning and Clean-up as described under the *Additional Conditions* section of this document. • Return of all keys or key-cards issued for the event. Lost keys or key cards shall incur for the renter(s) a replacement fee of \$100.
- Abiding by all policies regarding hours of availability as set forth in the *General Facility Availability* document.

Deposits and Payments:

The deposit, event fees and/or other fees may be paid in cash, by personal or company check, money order, cashier's check and/or credit card. Payment with a personal or company check must be paid no less than (15) days prior to the date of the event. Any personal or company check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank services charges, are paid in cash within (5) days after notice to the renter(s). All parties agree that the Security Deposit payment will be deposited into any bank account held by Lifehouse Community Church.

Cancellations:

If renter(s) cancel for any reason within forty-eight (48) hours prior to the event date and start time, all parties agree that the full Security Deposit will be forfeit as a processing fee for cancelled reservations. If renter(s) cancel for any reason on or between forty-eight (48) hours and fifteen (15) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any



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remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within seven (7) business days of cancellation.

Exceptions may be granted to return the Security Deposit fee in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to Lifehouse Community Church. Exceptions will be determined, granted and/or denied by the Pastor, the Board of Elders at the time the request is made. Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If Lifehouse Community Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within seven (7) business days of cancellation by Lifehouse Community Church, and Lifehouse Community Church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

Pre and Post Event:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the set-up of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs and the end of the event. Lifehouse Community Church staff will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time.

Church Assets

No property belonging to Lifehouse Community Church shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the Security Deposit at the discretion of Lifehouse Community Church.

Church Access to Facilities

Lifehouse Community Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

Supervision of Minors

All children & youth/teenage activities must be supervised by adults at all times. A ratio of 1:10 adult per youth/teenage and 1:8 for children. There can be no less than 2 sponsoring adults (and without familial connection) present at any time. Children and youth/teenagers should be accompanied at all times.



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Pets:

The Church has a no pet's allowed on the property policy. Only Licensed Service Animals will be allowed on the property of Lifehouse Community Church.

Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb other members and guests in the Church facility or adjacent suites. Outdoor activities must comply with the Sound Ordinances of the City of Urbandale, IA. Outdoor music or amplification may require a sound permit to be obtained from the city.

Cleaning & Clean-up

Lifehouse Community Church and associated facilities will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return them in the same general condition as received. Professional Cleaning services will be provided by Lifehouse Community Church at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- Pick-up all trash both inside and outside of the building.
- Bag all trash and leave it by the back door (on the inside of the building).
- Put clean trash liners (bags) in trash cans.
- Wipe down all tables and countertops.
- Remove all decorations, balloons, and other party materials.
- Remove all food and other items from the kitchen and refrigerator that was brought by your group.

Parking

The parking area surrounding the immediate building is available for use at all events at no extra charge. Parking is subject to parking signs and regulations. Lifehouse Community Church is not responsible for any theft, damages, or loss suffered to vehicles or content left in vehicles. Overnight vehicle parking is not permitted. Any vehicles left overnight will be towed at the owner's expense.

Wireless Internet Services:

A complimentary guest wireless access point for the internet is provided at 2.4 Ghz. If a speedier connection is required (for example: the event focuses around streaming a live video content) access may be provided upon request at the discretion of the Facilities & Events Manager.



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Environmental Controls:

Lifehouse Community Church has pre-programmed temperature controls set for all facility spaces. If there is a need for overall adjustment, please contact the Facilities & Events Manager.

Lawful Use

The facilities of Lifehouse Community Church may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission, conducting raffles or auctions, and/or sell of any articles. Any questions or exceptions to this condition may be directed to the Facilities & Events Manager. The only exception to this condition is that of free-will offerings received by certified non-profit organizations.

Video Surveillance:

The Renter(s) are hereby notified that the Premises of Lifehouse Community Church are monitored by closed circuit recorded video surveillance. Video recordings may be used as evidence of establishing causal responsibility of damages or injuries to peoples and/or property.

Right of Refusal

Lifehouse Community Church reserves the right to refuse to rent to any person(s) or group(s) for any reason deemed necessary.

Sub-Leasing

Lifehouse Community Church cannot be sub-leased by renter(s) for any reason.

Material Changes

Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.



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Statement of Understanding & Agreement

I have read and understand all of the above terms and conditions set forth in this Agreement and its attachments and addendums. By signing this Agreement, I acknowledge the amount of the fees to be paid to Lifehouse Community Church and agree to be responsible for payment in full in accordance with this agreement.

Having read this Agreement and its attachments and addendums, I hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due to Lifehouse Community Church in accordance with the conditions outlined herein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the sole discretion of Lifehouse Community Church.

Signature, Renting Party Date Signature, Renting Party Date

In consideration of the covenants and agreements made by the prospective Renter(s), I hereby accept this Request for Use and Rental Agreement on behalf of the Lifehouse Community Church so as to permit the Renter(s) the right to use the Premises at the time or times specified therein.

Signature, Facilities & Events Manager Date