**Facility Rental Agreement**

NAME OF ORGANIZATION

NAME OF CONTRACTING ADULT

PHONE NUMBER EMAIL

ADDRESS

DATE APPROVED: TIME:

EVENT: LOCATION:

**Contracting individuals promise to closely supervise all activities on Lincoln Glen Church**

**premises, protect the property, and strictly observe the following rules.**

* No alcohol will be possessed or consumed on LGC property.
* No lit candles or incense on LGC property.
* No food except coffee and cookies (light snacks) are allowed in the lobby. No food and drinks are allowed in the Sanctuary.
* Contracting individuals will make sure bathrooms are cleaned up. This means no mess left on the floor or counters. Contracting individuals will also make sure no water is left running and all bathroom trash goes to the trash bins located in the Fellowship Hall parking lot.
* Contracting individuals will make sure all trash (lobby, Sanctuary), is put in the garbage and recycle bins (located in Fellowship Hall parking lot) by the end of the event.
* All chairs in the Sanctuary will be put back in the appropriate storage areas as discussed with LGC. If chairs are added, they must be added to the back or sides of the Sanctuary and put back by the end of the event
* Contracting individuals will ensure that all doors are locked and secured and that all

lights are turned off.

* No items, such as furniture, chairs, equipment, will be removed without prior

permission from Lincoln Glen Church

**Hold Harmless Agreement –** Lincoln Glen Church does hereby agree to allow the use of its facilities, located at 2700 Booksin Avenue, on a cost recovery or ministry basis.

As a consideration for the use of Lincoln Glen Church facilities, ORGANIZATION agrees to hold Lincoln Glen Church harmless from and defend against any and all claims of liability for injury or damage to any person or property whatsoever occurring on or about the general facilities connected with the gym, Sanctuary, office areas, education facilities, lawn areas or parking lots, including without prejudice to the generality of the term “facilities”, which said injury or damage shall or may be caused in part or in whole, by the act, negligence or fault of or

omission by, (Initial) their agents, servants, employees or licensees or permittees upon (Initial) premises.

**Cost Recovery**

The fee for cost recovery is: $ **Amount Paid $**

Office Administrator to fill out

**Key Insurance**

Room(s) key issued for:

Date Key(s) Issued: / /

Date Key(s) Returned: / /

**I understand and agree to the following:**

* No copies of keys are to be made without permission from LGC.
* I may not transfer the key to another person.
* The key must be surrendered immediately upon request.
* There is a $100 fee if the key is lost or stolen.

By signing below, contracting adult agrees to all terms for **Facility Rental Agreement, Hold Harmless,** and **Key Insurance, Cost Recovery** and **additional clean up fee** \*(if a mess is left. See

rules above.)

Print Name Signature Date

LGC Office Admin. Signature Date