

**COMMUNITY CHURCH OF SEATTLE_Bellevue Campus
FACILITIES RENTAL CONTRACT**

Version of Aug, 2023

This contract is made this *(insert date)* by and between COMMUNITY CHURCH OF SEATTLE, hereinafter referred to as “the Church” and *(insert renter’s name, address, and phone number)*, hereinafter referred to as the “the Renter.”

WITNESSETH

For other good and valuable consideration, receipt of which the parties hereby acknowledge, the parties hereby agree as follows:

1. Place, date, and time of use:

a. The Renter shall rent the *(insert facility or facilities)* between *(insert date and time to unlock)* and *(insert date and time to lock up)* for the purpose of *(insert purpose)*. *[include multiple entries for weddings with rehearsals]*

b. Church facilities to be rented are listed on the attached Facilities Rental Application Form.

c. The Renter shall arrive and depart the church in strict conformance with the contracted time set forth above. No exceptions shall be made regardless of whether the Renter arrives and begins the set-up for the event on time. Contracted times are from the Renter’s arrival for set-up(unlock) to final departure of the Renter and his/her entire party (lock-up). The Renter must allow time for removal of personal property that will allow for departure at or prior to the contracted time. Excess time will be charged and deducted from the security deposit at the rate listed in the fee schedule.

2. Fees and Cancellation Rights:

The Church acknowledges receipt of the following pre-paid deposit and fees from the Renter:

Check	Catagories	Rental Facility List	Member	Non member
	Pakage #1	Sanctuary, Kitchen	\$300	\$500
	Pakage #2	Sanctuary,Kitchen, Next Room	\$400	\$600
	Pakage #3	Sanctuary,Kitchen,Next Room,Other Rooms	\$500	\$700
	Pakage #4	Next Room,Kitchen	\$300	\$500

O	Required service	Custodial Care	\$200	\$300
O		Sound Technician	\$200	\$300
O		Facility Supervisor	\$200	\$300
	Optional Service	Set up & Break down(Table/Chair)	\$200	\$300
		Video Technician(not for recording)	\$200	\$300
		Other services(Projector usage)	\$0	\$200
Total Rental Fee			\$	\$

- *Package 1, 2& 3 included Requirement Services without any exception.*
- *Optional Service can be added and removed according to the renter's request.*
- *Member: Active member of CCS according to the Book of Order of PCUSA.*
- *Church does not provide any video recording& production service for wedding.*
- *No balloon with helium gas is allowed to use any purpose.*

When the Renter tenders the signed contract, the Renter shall pay 100% of the total contracted rental fee. The Renter shall be solely responsible for all payments made under this contract. The Church will not accept payments from any other party. Payments must be made by cash or by check, payable to Community Church of Seattle. The payment should be submitted to Church Administrative office. Credit cards are not acceptable.

The Renter may cancel the event upon delivery of signed written notice to the church office. All rental fees will be mailed to the Renter within 15 days of receipt of the cancellation.

3. The Renter and the Church shall abide the Rules for Use. Violation of Rules for Use will result in immediate termination of facility use and forfeiture of all fees.

4. Termination of Event:

If the Church determines that the Renter is engaged in a willful, egregious act of violation of any of the Rules for Use, the Church may terminate the event before the end of the rental period, retains all paid fees, and suspend the Renter's privilege to rent church facilities again.

5. Inspections and Remedies:

After the rental period, the Church will conduct a post-use inspection of the facilities and prepare a report that will note any breaches of contract and bill to the renter, if any. The Church will mail the invoice to the Renter within 15 days after the event.

If the Renter breaches any of his duties or damages the facilities, the Church reserves all of its right including charging for each specific violation of a particular provision of the Rules for Use. The Church shall make all such determinations at its own discretion. If the Renter disagrees with the Church's determinations, the Renter may appeal to the Church Building Committee by filing a written appeal within ten days of receipt of the invoice and notice letter. The Committee will schedule a hearing to review the matter and make a final decision.

6. Indemmification of the Church:

As expressed in the Rules for Use, the Renter bears full responsibility for event attendees. Accordingly, the Renter shall indemnify the Church, its Session, officers, agents, and employees against any and all defense cost and fees or judgment liability arising from any claim or lawsuit brought by a third party arising out of the Renter's rental of the facilities.

7. Limitation of Liability:

The Church's maximum liability under this contract shall be the refund of sums paid by the Renter.

8. The Church Event Staff:

The Church will require to hire at least one facility supervisor for the sole purpose of monitoring event activity and advising the Renter. The Church or the event coordinator does not provide security for the Renter, Renter guests, or their property. The Renter and Renter guests shall use and occupy the facilities at their own risk.

9. Amendments:

The terms specified herein constitute the entire agreement between the parties. The Church shall not be bound by any alleged promises, representation or agreement except as herein expressly set forth. The Church shall not have authority to amend this contract except in writing.

10. No Warranty:

The Church does not warrant that its facilities are suitable for any particular purpose nor does it warrant any conditions on the premises. The Renter agrees that he/she has had an opportunity to examine the facilities; that the Church is not responsible for any notification of any defects within the facilities; and that the Renter will accept the premise in an "as is" condition.

11. Recovery of Legal Fees

The Renter shall bear full responsibility for all attorney's fees and costs incurred by the Church to enforce this contract. If The Church must seek legal action to recover damages in excess of the total of rental fee, all sums due shall bear interest at the rate of 15% per annum.

*Renter

Name: _____ Signature: _____ Date: _____

*Community Church of Seattle_Bellevue Campus

Name: _____ Signature: _____ Date: _____

Title: _____