



FACILITY USE AGREEMENT

This Facility Use Agreement is made this day of _____, between Chapel Church 3050 Cape Horn Road, Red Lion, PA 17356, and, _____ ("you").

Date of Event: _____ **Hours of Event:** _____ to _____

Description of Event: _____

You desire to use the property at Chapel Church, as described below for an event. Chapel Church agrees to permit **you** due to so conditioned on the terms, covenants, and conditions contained herein. Intending to be legally bound, the parties agree as follows:

PROPERTY

The portions of the property subject to this Agreement are described below.

If projectors or additional sound system capabilities are desired, a Chapel media technician must be scheduled for the event at a cost of \$50 for 2 hours.

If kitchen facilities are desired, a caterer must be used. The caterer may be from a pre-approved list or the caterer of choice provided the caterer provides the required kitchen security deposit of \$150, bonding and insurance documentation.

RENTAL FEES

The fees for the use of the Property are set forth in the attached "Event Policies", which are hereby incorporated by reference into this Agreement as if set forth in full. Prices are subject to change from time to time. Fees shall be paid as follows:

An initial security deposit of \$_____ plus a event deposit is due upon signing of This Agreement. Additional fees are due as described in the payment schedule below. If kitchen use is desired the \$150 kitchen security deposit shall be paid as part of the remaining event cost.

60 Days prior to event	50% of total event cost
30 Days prior to event	Balance of event cost

The exact rental cost shall be calculated and agreed upon by you as described on the Reservation Form.

TOTAL COST FOR THE EVENT-_____

Church members are asked to contact the church office or George Bradshaw for pricing details.



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CANCELLATION FEES

If the Event is cancelled by **you** prior to the event, you will be reimbursed as provided below.

Cancellation 61 or more days prior to the event	Security deposit and all deposits
Cancellation 60 to 31 days prior to the event	Security deposit and 25% of deposits
Cancellation 30 to 15 days prior to the event	Security deposit and 25% of deposits
Cancellation less than 15 days prior to the event	0

FACILITY RULES

1. Groups and individuals using any of the buildings or grounds are responsible for the following:
 - **ALCOHOL AND SMOKING/VAPING/CHEWING TOBACCO IS STRICTLY FORBIDDEN ON OUR CAMPUS. DOING SO MAY RESULT IN THE LOSS OF YOUR SECURITY DEPOSIT.**
 - Returning all building and equipment included in the rental to the original condition and storage locations (excluding items included in set up and tear down fees).
 - Only the preapproved caterers may operate kitchen equipment
 - Setting up and taking down of tables and chairs (excluded if set up and tear down fee is paid).
 - Kitchen facilities cannot be rented without using a preapproved caterer.
 - Adhering to the Chapel Church prohibition of alcohol or tobacco use.
 - Coordinating the end of event inspection with the trustees' representative.
 - Any cleanup expense and/or damage will be charged to the group's responsible individual (individual signing the usage agreement).
2. Parking will be provided in the designated parking areas.
3. Tables, chairs, tableware and /or any other equipment are not to be removed from the rented facility.
4. **Use of alcoholic beverages and smoking/vaping/chewing tobacco is prohibited on all the church properties.**
5. The use of church paper products (plates, place mats, napkins, etc.) and plastic utensils is strictly forbidden.
6. All decorations, signs, etc. attached to the walls must be attached with gaffer's tape and must be removed at the end of the event. The use of other adhesive materials or pins will reduce the amount of the security deposit returned.
7. Gaffer's Tape at cost (approximately \$14 per roll)
8. Excludes access to kitchen use of all kitchen equipment unless kitchen usage is included in the fee payment.
9. If the kitchen is opened and kitchen usage was not included in the agreement fee payment the renter will forfeit the security deposit and may be liable for additional costs incurred related to damages and cleaning.
10. Food preparation time and clean up time required for Kitchen access by caterer must be included in the total time of the Hall rental.

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11. All set-up and clean-up is the responsibility of the renter. Failure to complete cleaning of the facility will reduce the amount of the security deposit returned. Set-up and clean-up can be provided for the event at an additional cost.
12. ***A/V Rental Fees may be charged separately from this Agreement.***
13. If projectors or additional sound system capabilities are desired, a Chapel media technician must be scheduled for the event at a cost of \$75 for 2 hours.

TERMINATION

Chapel Church may terminate this Agreement at any time before the Event, if conditions arise that conflict with the Methodist Church or in the event the use of the Property (or any component thereof) may be dangerous to health, safety or welfare of individuals. In this instance, all deposits and payments shall be fully refunded by Chapel Church. Chapel Church also reserves the right to end the Event any time during the Event and before the scheduled end time if the presence or behavior of You, your agents, employees, guests or invitees pose a threat to health, safety or welfare. In this instance, no refunds shall be made to **you** by Chapel Church. In no event shall Chapel Church be liable to **you** for direct, indirect, consequential or exemplary damages *as a result of the cancellation of this Agreement.*

CARE OF PROPERTY

At all times during the event, You shall take all actions necessary to maintain the Property and all fixtures, furniture and other items belonging to Chapel Church in good order and repair. You shall pay for all repairs or replacement to the Property and the Personal Property necessitated by any acts or lack of due care on the part of You, your agents, employees, guests or invitees, including but not limited to, damage, breakage or theft.

AUTHORITY

If You are not an individual, but are a corporation, partnership, limited liability company or any other kind of corporate entity, the undersigned individual represents that he/she has the full authority to execute this Facility Use Agreement on behalf of _____ and further agrees to guarantee all liabilities created hereunder. A certificate of insurance naming Chapel Church is also required.

ASSIGNMENT

This Agreement may not be assigned by You.

POLICIES

You acknowledge You have reviewed the attached Event Policies and understand those policies. You acknowledge that those policies are incorporated into and are a part of this Agreement. You acknowledge that those policies may be changed from time to time by Chapel Church and such changes shall be provided to **you**.

You have had the opportunity to read this contract prior to signing it and agree to be legally bound by all of its terms.

[SIGNATURES ON FOLLOWING PAGE]

Church members are asked to contact the church office or George Bradshaw for pricing details.



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AGREEMENT CONTRACT

In Witness Whereof, this Facility Use Agreement is extended on the above date. I have read and reviewed the Cancellation and Termination Policies of this Agreement and I understand them and agree to be bound by them. By signing, I understand that deposit, fee payment and cancellation policy set forth on Pages One and Two of this Agreement.

CUSTOMER:

Name (Printed) Signature Date

Address

Phone

CHAPEL STAFF:

Name (Printed) Signature Date

PAYMENT:

Event Date: _____ Payment Type: _____ Cash _____ Check _____ Check #

PLEASE SIGN AND RETURN WITH YOUR SECURITY DEPOSIT PAYMENT TO:

Chapel Church
Attention: George Bradshaw
3050 Cape Horn Road,
Red Lion, PA 17356

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FACILITY USE AGREEMENT

RESERVATION FORM

CUSTOMER INFORMATION:

Name (Printed) Signature Date

Address

Phone Best Time to Contact Type of Event

REQUESTED RESERVATION DETAILS

Facility	Required Yes/No	Start Time	End Time	Total Hours	Total Fee	Security Deposit	Subtotal
Parish Building Hall							
Parish Building Kitchen							
Media Technician							

SECURITY DEPOSITS, PAYMENTS, AND CANCELLATIONS

Security Deposits, payments, cancellations and refunds shall be as described in the Facility Use Agreement. I have read the Facility Use Agreement and agree to conduct the activities of the event in accordance with them and be responsible for any damage or costs incurred by Chapel Church to return the rented facility to the condition in which it was provided.

CUSTOMER:

Name (Printed) Signature Date

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