

## AC Robinson Family Resource Center Agreement

1. AC Robinson Family Resource Center is a non-smoking facility. Drugs, alcohol, dancing and gambling are not allowed on the premises. All violators will be prosecuted.
2. Individual(s) and/or organizations renting the AC Robinson Family Resource Center must be 21 years of age or older.
3. Applications must be submitted 30 days prior to the event. A \$200 deposit must accompany the application. \$100 is non-refundable; \$100 will be refunded within 72 hours after the inspection of the facility. Monies that are not picked up by the third day will be mailed to the address provided by the renter. **All fees must be paid in full 15 days before events, no decorating or cooking will be allowed unless fees are paid in full.**

\*\*The security deposit is a good faith gesture; however, if extensive damages occur, the renter will be held **solely** responsible. \*\*

4. A 15-day cancellation is required for all contracts.
5. Renter must show Certificate of Liability within 15 days the event.
6. Subletting is not allowed.
7. Rental rate is based on a minimum charge for the use of the Banquet Hall and/or Gymnasium per day. (See Rate Schedule)
8. Renter is responsible for supplying all table accessories (i.e. tablecloths, centerpieces).
9. All outside caters (caters not provided for an event held by Pleasant Grove Baptist Church) must provide their own equipment and supplies for catered events.
10. Storage facilities are not available. Equipment can be held the day of the event only.
11. AC Robinson Family Resource Center will be available during the hours of the event which include kitchen supervisor, custodians, and A/V operator.
12. Renter is responsible for the removal of all bulk material.
13. All kitchen equipment and utensils must remain in the kitchen of the AC Robinson Family Resource Center. The kitchen supervisor will accompany individual(s) and/or organizations.
14. AC Robinson Family Resource Center provides various electrical equipment for example: stage lighting, spot lights, sound systems. Supplemental hook ups of any sort will not be allowed. Independent speakers and sound systems may be used. A/V operator will be available for assistance.
15. Parking attendants will assist with parking. AC Robinson Family Resource Center reserves the right to tow any unattended vehicle(s) after an event at the owner's expense.
16. **All deposits are non- refundable after 15 days.**

\*\*If a problem occurs, please contact the Director of the facility or the church secretary.\*\*

I have read and understand the Rental Agreement requirements for the AC Robinson Family Resource Center.

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Renter's Signature

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Date

Updated March 1, 2020