

## The Church of the Angels ~ Rental Agreement (Revised 9/3/2024)

Please submit with Proposal Form

General Information	Check One	Date	Event Title
<b>Private</b> Event/Class/Workshop			
<b>Public</b> Event/Class/Workshop			

1. A proposal must be presented to and approved by the church board before a class/workshop/event is scheduled.  
\*\*Completion of agreement is recommended at least 2 months in advance of requested event date. This time is required for board review, approval, calendaring, and promotion. A tentative date may be scheduled to reserve the space, as necessary.
2. Upon board approval of the proposal, the renter must submit promotional event fliers for use on the church website, bulletin board, Meetup.com., and Facebook. Any additional publicity is the responsibility of the renter for private and public event/workshop/class. TCOTA fundraising committee will help promote fundraisers which benefit the church. The church board may be available to create a promotional e-flyer for a cost of \$25.00.
3. The renter is responsible for registration of participants for private and public event/class/workshop.
4. Renter may donate extra funds above the rent to the church if they choose.
5. If the renter needs to cancel the event, a minimum of one-week notice to remove it from the website, bulletin board and Meetup, and Facebook is required. It is the renter's responsibility to make any necessary notification to individuals. The renter shall also refund any payments received to them from participants.
6. The rental fee is \$60 per day or \$10 per hour (with a \$20 minimum) for members and \$100 per day or \$20 per hour (with a \$40 minimum) for non-members. In lieu of the rental fee, the renter may split the proceeds 50/50.
7. A sexton will open and close the building and will stay during the event at no charge to them. Renter may decide whether sexton may participate in event.
8. The fee includes the use of the kitchen appliances and music system only. Fee does NOT include the Keurig Coffee Makers. Any other supplies are church property, and not included in this agreement. The renter must furnish any additional A-V or other equipment.
9. The renter is responsible for set-up and returning the church to its original state. This includes putting the furniture back as found and cleaning up the meeting room and kitchen.
10. The renter is responsible for damage or any additional cleaning expense.
11. The renter is responsible for having liability insurance for any physical activities and is solely responsible for any injuries to instructors or participants during their events.
12. Use of alcohol, smoking, and open flames by anyone in attendance is not permitted.

Signed \_\_\_\_\_ Date \_\_\_\_\_

Print Name, phone #, and Email \_\_\_\_\_

Contact information for listing on the church website Meetup.com, and Facebook for registration and inquiries.