**STATE OF TEXAS**

**COUNTY OF McLennan RENTAL AGREEMENT**

China Spring Tabernacle, Inc. does hereby enter into a rental agreement with\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (renter’s name) hereafter known as Renter on the following terms and conditions: The charge for the rental of the building known as the Tabernacle is as follows:

Type of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

No. of Tables Needed: \_\_\_\_\_\_\_\_\_\_ No. of Chairs Needed: \_\_\_\_\_\_\_

Day and Date of Rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Time of rental: \_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_ Amount of rental: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

**(Time includes set-up and clean-up of facility)**

**No. of Attendees \_\_\_\_ (up to 75 people)**

**Rental Time includes decoration time and clean-up time.** Any locked room is not included in the rental. A **security deposit of $250.00** will be required to hold the date requested by the Renter. The security deposit will be deposited in the Tabernacle’s bank immediately. **The Renter will forfeit the security deposit if the** **date is not used or changed/canceled less than one week (7 days) prior to event or if you have not vacated the building by your agreed time. The security deposit will also be used as a cleaning** **deposit.** All or part of the deposit will be forfeited if the building is not cleaned to the satisfaction of the China Spring Tabernacle rental representative (**infractions are listed at the end of this agreement**). If there is no forfeit or infractions, a refund check will be issued in the full amount of the security deposit**. We must have a signed rental agreement and paid rental fee prior to receiving the key to the facility for your event**.

**No. of Attendees \_\_\_\_\_\_ (over 75 people or any wedding)**

**Rental Time includes decoration time and clean-up time.** Any locked room is not included in the rental. A **security deposit of $500.00** will be required to hold the date requested by the Renter. The security deposit will be deposited in the Tabernacle’s bank immediately. **The Renter will forfeit the security deposit if the** **date is not used or changed/canceled less than one week (7 days) prior to event or if you have not vacated the building by your agreed time. The security deposit will also be used as a cleaning** **deposit.** All or part of the deposit will be forfeited if the building is not cleaned to the satisfaction of the China Spring Tabernacle rental representative (**infractions are listed at the end of this agreement**). If there is no forfeit or infractions, a refund check will be issued in the full amount of the security deposit**. We must have a signed rental agreement and paid rental fee prior to receiving the key to the facility for your event**.

Cleaning will include sweeping and mopping the floor where you have dropped something or spilt something, cleaning the table tops and chairs, countertops, kitchen appliances used during the rental, dumping of trash cans, which includes from the restrooms, into the outside dumpster, flushing the toilets, and turning off all lights and ceiling fans. If the outside of the building is used the Renter will be responsible to pick up the trash (including cigarette butts) and place it in the dumpster. Four (4) trash bags for barrels will be supplied by the Tabernacle plus a trash bag in each restroom, but if more are needed, that will be the responsibility of the renter. Trash may not be left inside the building for any reason. The dumpster must be locked and the key returned to its proper place.

**No wall decorations may be used. You cannot put anything on the walls.** The number of tables and chairs must be stated so they can be pulled out for use. You do not have to take the tables down, but they must be cleaned. Renter agrees to be responsible for any damage that has been caused during the rental period to include the building, kitchen appliances, chairs, and tables and to immediately repair or pay for repairs that become necessary as the result of misuse.

The Renter is encouraged to inspect the building and items to be used in the rental agreement to insure they are not damaged prior to use. If it is determined there are damages prior to the start of the rental, they should be reported immediately to the Tabernacle representative.

When there are problems with the building such as water leaks, toilets not flushing or lights not working they should be reported to the Tabernacle representative as soon as possible. Renter will be able to turn on and adjust the air conditioners/heating equipment (**please note the signs** **above the thermostats**) and ceiling fans and lights. Outside the building, any fish fryers, barbeque pits, or exterior cooking devices that use propane /LP gas, charcoal, or wood, must be kept a minimum of 30’ from the building. No cooking devices that use propane/LP gas or deep fryers of any kind are allowed in the building. **No open flames such as candles, oil diffusers, or canned fuel (Sterno cans) may not be used without prior permission**. **No fireworks of any kind can be used on the premises. No smoking inside the building. Smoking outside must be 10’ from building and butts must be picked up.**

**“Quiet Time”** begins at **10:00 pm**. Any music or loud noise must be turned down to where it cannot be heard on the streets. This is in respect to our neighbors. If Law Enforcement is called due to noise, you will leave the premises immediately, the building will be locked, your deposit will be forfeited, and personal items (food, decorations, etc.) can be picked up the next day when a Tabernacle representative is available.

**Both outside doors** must be locked and the key returned to the drop box located outside by front doors.

**Certain circumstances** may require a security officers. This will be the at the desecration of the Tabernacle Board and will be stated on this document.

**Two (2) Security Officers** will be required for **any event** when alcohol is to be consumed on premises, which also includes the parking lot and grassy areas around building, or **any wedding/quinceanera**. The **Security Officer Agreement** will have to be returned to the Tabernacle representative **2 weeks** **prior to event. Security Officers cannot be attendees.**

 **Alcohol Consumption on premises - The rental key must be turned over to a Security Officer** **before the event starts and will retain the rental key during the event.** The Officer may return the key to the renter after the event if he/she deems the renter can secure the building properly. **Any damages will be the responsibility of the renter whose signature is on this agreement** and, if the **Security Officers deem event is getting too unruly or loud**, all parties will be removed from premises, security deposit will be forfeited, and doors will be locked. You will be allowed to take your purse/jacket but other personal belongs (decorations, food, beverages, etc.) will be returned after Tabernacle representatives have inspected property and notified renter when personal items may be retrieved. The **Security Officer Agreement** will have to be returned to the Tabernacle representative **2 weeks** **prior to event.**

**\_\_\_\_\_\_\_ Initial that Alcohol will be consumed.**

**\_\_\_\_\_\_\_Initial that Alcohol will not be consumed.**

**(If it is found that alcohol has been consumed without previous knowledge, you will forfeit your entire security deposit and legal actions may ensue.)**

The Tabernacle carries liability insurance but does not warrant to the Renter that this coverage would be applicable to Renter, invitees, employees, or others on the premises during the term of this rental. Any person injured upon the premises during the term of the rental to include the building, parking area and grounds will be the responsibility of Renter and all damages, injuries, medical bills, and Renter will pay other costs incurred in connection therewith. Renter agrees to indemnify and forever hold harmless the China Spring Tabernacle, Inc. from any liability for damages, injuries and loss of life, limb, eye, or other facility. Renter agrees that the facilities herein rented are sufficient for the purpose intended The Tabernacle has been erected and the land received by donation for the betterment and benefit of the persons living in and around China Spring, Texas with the hope that the facility would be used by such people, groups, church groups and others. The costs charged for facility rent will be kept to a minimum so long as all renters comply with the rules and do not permit damage or destruction to occur, and cooperate in every way in renting the area and returning the facilities in the condition they were when received. For this favorable consideration the parties agree that all terms and consideration mentioned herein are good and sufficient and each part agrees to abide by the obligations imposed upon either the Tabernacle or Renter by this rental instrument.

**Any major violation of contract** could result in the forfeiture of entire security deposit and renter being barred from future use of the Tabernacle.

**Infractions for security deposit deductions:**

1. AC/Heater left on $100.00
2. Dumpster left unlocked $ 50.00
3. Dumpster key not returned to kitchen $ 15.00
4. Any inside building lights left on $ 50.00
5. Ceiling fans left on $ 50.00
6. Front porch lights left on $ 50.00
7. Table replacement $150.00
8. Chair replacement $ 75.00
9. Kitchen counters not cleaned $ 25.00
10. Any tables not cleaned $ 25.00
11. Trash, food, spills, etc. not swept and/or mopped (Small area) $ 25.00
12. Large area of trash and spills not cleaned (equivalent 1/2 floor area) $ 40.00
13. Trash in main room containers not taken out (nothing left in c $ 25.00
14. Restroom trash not taken out – charge for each room $ 10.00
15. Restroom toilets not flushed – charge for each room $ 10.00
16. Evidence of paint damage due to unauthorized use of tape, nails, etc. TBD
17. Doors not locked $ 50.00
18. Key not left in lock box $ 15.00
19. If Representative is called to lock door because key is not available. $25.00

**Any other infraction not listed could be deducted as deemed necessary by Tabernacle.**

To certify which, witness our hands this\_\_\_\_\_\_\_\_\_\_\_ day of\_\_\_\_\_\_\_\_\_\_\_,20\_\_\_.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ TABERNACLE REPRESENTATIVE

PO BOX 222, CHINA SPRING, TX \_\_76633\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ SIGNATURE

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ RENTER PRINTED NAME

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ ADDRESS

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ PHONE

**CHINA SPRING TABERNACLE**

**CHECK LIST FOR SECURITY DEPOSIT REFUND**

List of items that must be completed before you leave in order to receive your total security deposit refund.

1. Wipe up any spills on all tables and chairs.
2. Sweep up any mess caused by your event and mop up any spills on floor.
3. Flush both toilets
4. Wipe down kitchen counters, table, and any appliances you use. Put used hand-towels and dishrags in sink.
5. Remove your food and drinks from refrigerator.
6. Dispose of all trash, including kitchen and restrooms, in dumpster located outside the building on the side.
7. Make sure trash outside is picked up if people were outside.
8. Be sure to return dumpster key to the kitchen.
9. Turn off heat/AC units.
10. Turn off all lights and ceiling fans.
11. Lock both doors and place key in drop box located outside beside the front door.

(Please keep this as a checklist before dropping off key. – Thank you)