



6428 Martin Luther King Jr. Blvd.
Sacramento CA, 95823
elc.sacramento@gmail.com

ETERNAL LIFE CHURCH RENTAL AGREEMENT

Contact Name _____

Name of Organization (if applicable) _____

Contact Address _____

_____ City _____ State _____ Zip Code _____

Contact Number _____ Email _____

Description of Event _____

Use of Property Sanctuary Multi-Purpose CE Building Conference Room

Rental Date _____

Rental Time _____

(Set-up and clean-up time must be included)

Will you need ELC's Audio & Visual Services Yes No

**AV services can be provided as an additional service. Please refer to the rate sheet on page 2.*

If Yes, specify hours needed Entire Event Other _____

Renter's Initials _____

RATES AND FEES

Building Rental

	Sanctuary	Event Hall	Building B
Members	\$ 300	\$ 300	\$ 300
Non-Members	\$ 500	\$ 500	\$ 500
Other Ministry	\$ 300	\$ 300	\$ 300

Rental Period

- Building Rental Rates are for **5 hours only**, including setup and cleanup time. Additional usage beyond 5 hours will incur a **10% charge per additional hour** of usage. These charges are to be separate from AV charges.

Facility Usage Includes

- Use of kitchen tools, folding tables and folding chairs are complimentary as long as all equipment are returned to its proper location at the end of the event.
- Security personnel will be present during the rental period to ensure safety and open/close the facility. Additional usage of the facility beyond 5 hours will incur a \$25 charge per additional hour for security presence.

Security Deposit

- A refundable Security Deposit of \$200 is required for Non-Member and Ministry Exempt events (Deposit is due at the time the form is submitted).
- All checks are to be made payable to ***Eternal Life Church***.
- All Fees are due by the day of the event.

Audio Visual (AV) Service

All AV equipment is to be handled and operated by ELC's AV team only. If the AV option is selected on the form, an AV technician will be available to assist during the event and the AV rates will apply. The AV technician will arrive prior to the event and will be on premises until the end of their service as defined on Page 1.

Rate: \$150 Minimum and will cover the first 3 hours of the event
 \$50 per hour will be charged after the first 3 hours of the event

Included:

Public Address (PA) system. (Sanctuary only)

- Microphone
- Projectors
- Floor monitors
- In-house sound system
- ELC - AV Technician

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
RENTAL AGREEMENT**

Conditions:

1. Hold Harmless Agreement

RENTERS AND GUESTS agree that they will indemnify and hold free and harmless Eternal Life Church, members of the Governing Board and any authorized ELC member from any and all claims for damages or loss to property, including the loss of use thereof, and from any and all claims or actions for personal injury, sickness or disease, including personal injury, if caused by the RENTER AND GUESTS, its agents, employees or servants acts or omissions, and the RENTER AND GUESTS will pay any and all judgment decrees, costs, including attorney's fees which may be rendered against Eternal Life Church, members of the Governing Board and any authorized ELC member in any and all such actions or proceedings.

2. Liability Insurance

Renter(s) agree to carry Liability Insurance or other equivalent insurance which shall cover the Hold Harmless Agreement set forth above with the minimum limits of liability of \$1,000,000.00 for each occurrence for bodily injuries and property damage in a company rated "A" or higher by A.M. Best Guide, and to provide a Governing Board member or authorized ELC member a certificate specifically identifying the agreements insured to the above effect. Liability Insurance can be purchased from your current insurance carriers.

3. Purpose of Use

Eternal Life Church (ELC) may be used, but is not limited to the following events. Events not listed are subject to approval by the Governing Board of ELC. All bookings and arrangements must be made through the Secretary or Asst. Secretary. Approved events include anniversary parties/blessing/birthday parties/baby showers/graduation parties, family reunions, meetings, weddings, workshops, and worship services.

4. Use of Property

- ✓ The renter(s) is responsible for setup, breakdown, and cleanup of the facility, unless prior arrangements have been made with ELC. They shall confine their activities to area(s) assigned to them.
- ✓ The renter(s) will comply with all laws and all rules, ordinances or requirements imposed by any municipality or government authority and will not do or suffer to be done anything on said premises in violation thereof.
- ✓ All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to ELC shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$200.00 deposit at the discretion of ELC.
- ✓ All AV equipment is to be handled and operated by ELC's AV members only. AV usage is an additional service and therefore rates for AV services will apply as noted on the Rates and Fees page.

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
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5. Damages

Security deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site assessment and approval of checklist. Renter(s) and ELC representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security deposit. Security deposit will be reimbursed in the form of a check and mailed to the address provided.

Renter(s) is responsible for:

- ✓ Any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests, if the security deposit is not sufficient to cover them.
- ✓ the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- ✓ the proper handling of all equipment and furnishings.
- ✓ removal of trash and recyclables to proper disposal bins.
- ✓ Any fine incurred from a government agency or contractor due to improper disposal of trash, recyclables, green waste or any other code violations.

6. Smoking/Flammables

- ✓ No smoking is allowed anywhere on the property of ELC (including buildings, grounds, and parking lot). ELC is a smoke-free facility.
- ✓ Candles and/or other open flames are prohibited. Explosive or flammable materials such as kerosene, propane, paint stripper, etc. may not be used or brought into any area without the supervision of ELC personnel. Battery-operated candles are permitted.

7. Alcohol/Drugs

- ✓ Alcoholic beverages and controlled substances are prohibited anywhere on the property of ELC (including buildings, grounds, and parking lot).

8. Weapons/Firearms

- ✓ Weapons and/or firearms are prohibited anywhere on the property of ELC (including buildings, grounds, and parking lot).

9. Parking

- ✓ Parking area is available for use during the event at no extra charge. Parking is subject to parking signs and regulations.
- ✓ Overnight parking of cars and/or trailers is prohibited on ELC property.

10. Pets

- ✓ No animals or pets are allowed on the property of ELC, unless it is an Americans with Disabilities Act (ADA) service and guide animal.

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
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11. Noise Ordinance

- ✓ Loud activities should be kept to a minimum so as not to disturb the neighbors in the surrounding area.

12. Cancellation

- ✓ Any prepaid rental fees will be refunded if cancellation notice is given 48 hours prior to the event. If the notice is less than 48 hours, there will be no refund.
- ✓ A full refund of the deposit will be given if cancellation notice is given 48 hours prior to the event. If the notice is less than 48 hours, there will be no refund.

13. Cleaning/Clean Up

- ✓ The renter(s) is expected to return the facility to the same condition as received. No cleaning services are provided by ELC during the event.
- ✓ The following general cleaning is required at the conclusion of the rental:
 - a. Pickup all trash both inside and outside of the building.
 - b. Bag all trash and dispose in the metal waste dumpster outside located furthest from the main facility (lid must be closed).
 - c. Sort all recyclable material and dispose in the metal recycle dumpster outside located nearest from the main facility (lid must be closed). Do not throw plastic bags in the recycle dumpster.
 - d. Sort all green waste and dispose in the proper green waste bin located adjacent to the trash and recycle bins.
 - e. Replace all trash bins with new trash bags.
 - f. Wipe down all tables and counter-tops.
 - g. Remove all decorations, balloons, and other party materials.
 - h. Remove all food and other items from the kitchen and refrigerator that was brought by renter(s).
 - i. Vacuum and/or mop all floors utilized, if necessary.

14. Walk-Through

- ✓ Renter(s) agree to a walk-through assessment of all the facility rooms being rented prior to date of event and a check-out assessment of all the facility rooms being rented. Any damages found during the check-out assessment that was not noted during the initial walkthrough assessment or at the beginning of the rental period shall be deemed the responsibility of the renter.

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
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Eternal Life Church may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission, conducting raffles or auctions and/or sell of any articles.

Eternal Life Church reserves the right to refuse to rent to any person(s) or organization(s) for any reason deemed necessary.

Eternal Life Church cannot be sub-leased by renter(s) for any reason.

Eternal Life Church may at any time revise, cancel, or void this contract without prior notice.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to Eternal Life Church and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this

_____ day of _____, 20 _____

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due Eternal Life Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of Eternal Life Church.

Renter Signature

Print Name

Date

Renter Signature

Print Name

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of Eternal Life Church so as to permit the Applicant the right to use the Premises at the time or times specified there in.

Governing Board Member or
Authorized ELC Member Signature

Print Name

Date

Renter's Initials _____

**ETERNAL LIFE CHURCH
CHURCH RENTAL AGREEMENT
WALKTHROUGH ASSESSMENT**

Sanctuary

- Wall
- Floor
- AC and Heater
- Lights Electrical
- Outlets
- Restrooms
- Room 201
- Other _____
- Other _____

Multi-Purpose

- Kitchen Microwave
- Refrigerator
- Freezer
- Sink
- Garbage
- Kitchen Counter top and
- Cabinets Lights
- Electrical Outlets
- Folding Tables and Chairs
- Restroom
- AC and Heater
- Other _____

CE Building

- Wall
- Floor
- Window
- Furniture
- Restroom

By signing below, you and/your organization acknowledge that you and/or your organization have done a Walkthrough Assessment of the applicable rental area at ELC and all is in working condition unless otherwise specified above and fees may be applicable.

Renter Signature

Print Name

Date

Governing Board Member or
Authorized Member of ELC Signature

Print Name

Date

Renter's Initials _____

**ETERNAL LIFE CHURCH
CHURCH RENTAL AGREEMENT
CHECK-OUT ASSESSMENT**

Sanctuary

- Wall
- Floor
- AC and Heater
- Lights Electrical
- Outlets
- Restrooms
- Room 201
- Other _____
- Other _____

Multi-Purpose

- Kitchen Microwave
- Refrigerator
- Freezer
- Sink
- Garbage
- Kitchen Counter top and
- Cabinets Lights
- Electrical Outlets
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- Restroom
- AC and Heater
- Other _____

CE Building

- Wall
- Floor
- Window
- Furniture
- Restroom

By signing below, you and/your organization acknowledge that you and/or your organization have done a Check-Out Assessment of the applicable rental area at ELC and all is in working condition unless otherwise specified above and fees may be applicable.

Renter Signature

Print Name

Date

Governing Board Member or
Authorized Member of ELC Signature

Print Name

Date

Renter's Initials _____