

ALLEN TEMPLE BAPTIST CHURCH FACILITY RENTAL TERMS AND CONDITIONS

I acknowledge and agree to the following terms and conditions:

I hereby certify that I shall be personally responsible, on behalf of my organization for any damages sustained by the Church premises, furniture or equipment because of the occupancy of said premises by our organization. I agree to abide by and to enforce the rules, regulations and policies of the Allen Temple Baptist Church. I further agree to hold harmless Allen Temple Baptist Church, its Governing Board, the individual members thereof, and all officers, agents and employees from any loss, damage, liability, cost or expense that may arise during or be caused in any way by such use or occupancy of Church property.

Groups or persons using Allen Temple facilities under these provisions shall be liable for any damages to Church property caused by the activity. Allen Temple shall charge the amount necessary to repair any damages or provide replacement of Church property. Further use of Church facilities may be denied to the responsible party.

- **Pastor + Ministry Chair Approval:** Event has been approved by Pastor and Chair(s) of the Ministry and is a Ministry event. If Pastor's presence at event is requested, I have contacted his office and received his approval.
- **Advertising / Promotion of Event:** No advertising / promotional materials are permitted unless prior authorized by the Events Coordinator Office, and only after the event request has been formally approved.
- **Setup Instructions:** Due to the Events Coordinator not less than 30 calendar days before the start of the event; the Church is not responsible for setup if I do not meet this deadline.
- **Sound / Media Request Form:** Due not less than 30 calendar days before the start of the event. I am not authorized to bring on campus or procure any sound / media equipment or services unless prior authorized by the Events Coordinator Office / Media Ministry; the Church is not responsible for sound / media if I do not meet this deadline.
- **Janitorial / Setup / Cleanup / Break Down / Security:** Our Ministry may be required to pay for these services from our budget, and our Ministry Chair has authorized our Ministry budget to be charged accordingly.
- **Caterer Approval Required:** Must comply with Church license / insurance requirements and be prior approved by the Events Coordinator Office not less than 30 calendar days prior to the event.
- **Maximum Occupancy Limits + Vendor(s) Prior Approval Required:** Both must be approved by Events Coordinator not less than 30 calendar days prior to event. I agree to the approved maximum occupancy limits for my space requests.
- **Food / Beverage / Snacks at Event Disclosed:** I have disclosed to and been approved by the Events Coordinator.
- **Prohibited Event Times:** No events during Church Advisory/Business Meetings, Bible Study, Revival / Anniversary, Saturday evenings, Health Faire, Annual Fellowship or other times identified by Pastor and Events Coordinator Office.
- **Related Ministries Consultation:** This event information has been coordinated / shared with relevant Ministry Chair(s) (e.g., Music, Health, Youth, AIDS, Seniors, Scholarship, Public Ministries, etc., depending on the type of event proposed).
- **Cancellation Notice to Event Coordinator:** I will provide timely notice and release space if event is cancelled.

Signature: _____ **Date:** _____