



## Facility Rental Rules

### *Initials*

- \_\_\_\_\_ 1. Applicant understands fees are for a minimum of two (2) hours usage. If the facility is used for more than two (2) hours, rental fees are charged for each additional one (1) hour at half of the two (2) rate. This is in addition to the visible inspection / setup time. An “additional one (1) hour period shall be charged after fifteen (15) minutes have elapsed past the agreed upon end time.
- \_\_\_\_\_ 2. When requested applicant shall provide Liability insurance naming Spiritualist Church of Awareness, NASC as additional insured’s with limits of \$1,000,000. A certificate of insurance must be provided as evidence that these requirements have been met.
- \_\_\_\_\_ 3. Applicant assumes responsibility for the facility cleanliness. Facility used must be returned in as good a condition as when first occupied by user.
- \_\_\_\_\_ 4. It is the responsibility of the user to obtain any required licenses and permits and to pay all taxes and other charges or fees which are required by law.
- \_\_\_\_\_ 5. Applicant must be at least 21 years of age and serve as the primary contact person for the reservation, function, application process, etc.
- \_\_\_\_\_ 6. Applicant assumes responsibility and liability for the conduct of guests.
- \_\_\_\_\_ 7. Applicant understands the indoor "Capacity per facility" cannot be exceeded.
- \_\_\_\_\_ 8. Applicant understands that the possession/consumption of alcohol is prohibited in any of the facilities including outside.
- \_\_\_\_\_ 9. Applicant understands that all indoor facilities are smoke free environments.
- \_\_\_\_\_ 10. Facility Use Rental Agreement is nontransferable.
- \_\_\_\_\_ 11. Applicant must provide a separate check for the deposit to be returned to applicant at the end of the rental upon inspection of the property providing there are no damages to the facility. If damages are found deposit check will be held until a cost for damage repair can be determined at which time a bill may be given to applicant to cover the remainder of the damage cost that is not covered by the deposit.
- \_\_\_\_\_ 12. A visual pre-use inspection will be done with the applicant and an assigned church designee. At the end of the rental time this same designee and applicant will do a visual post-use inspection to make sure the property is in good standing and there are no damages.



\_\_\_\_\_ 13. Facility will be made available to the applicant prior to rental as time allows. At this time the visual pre-use inspection will be done and the applicant will be allowed set up time if necessary for their event. If additional time is required this must be requested at the time of application and approved by the SCOA Board of Directors.

Applicant Signature: \_\_\_\_\_ Date: \_\_\_\_\_