

The Church of the Angels ~ Rental Agreement (Revised 9-1-17)

Please submit with Proposal Form

General Information	Check One:
Private Event/Class/Workshop	
Public Event/Class/Workshop	
Fundraising Event*	

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, renter must submit promotional event fliers for use on the church website, bulletin board and Meetup.com. 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.
3. The renter is responsible for registration of participants for private and public event/class/workshop. Fundraising committee will be responsible for fundraising events.
4. Renter may agree to assist with fundraising and donate extra funds above and beyond the rent to the church if they choose.
5. If the event needs to be cancelled, the church must be given a minimum of one week notice to remove it from the website, bulletin board and Meetup. It is the renter's responsibility to make any necessary notification to individuals. 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. **Shared fundraising responsibilities in lieu of hourly rates.*
7. A sexton will be assigned to 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 use of the kitchen appliances and CD player only. Fee does NOT include the Kureg Coffee makers or the PS system. Any other supplies are church property, and not included in this agreement. Any additional A-V or other equipment required must be furnished by the renter.
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. Fundraising committee will be responsible for fundraisers.
10. The renter is responsible for damages or any additional cleaning expense.
11. Alcohol, smoking, and open flames are not allowed.

Signed _____ Date _____

Print name, address, phone, email _____

Contact information to be listed on the church website and Meetup.com for registration and inquiries:
