

# The Church of the Angels

## Rental Agreement

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.*
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. 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.
5. The rental fee is \$60 per day or \$10 per hour (*with a \$20 minimum*). *\*Shared fundraising responsibilities in lieu of hourly rates.*
6. A sexton will be assigned to open and close the building, and may at their discretion, stay during the event.
7. The fee includes use of the kitchen appliances and CD player. 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.
8. 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.
9. The renter is responsible for damages or any additional cleaning expense.
10. Alcohol, smoking, and candles are not allowed.

Signed \_\_\_\_\_

Date \_\_\_\_\_

Print name, address, phone, email \_\_\_\_\_

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

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