

First Churches Rental Policies

Payment Policy: 50% of rental fee is due at signing, with the remaining balance due 7 days prior to the event. Monthly payments for ongoing rentals are due the 5th business day of each month.

Damages and Custodial Fees: The Renter agrees to pay the actual cost of repairing any damage to the property caused by the neglect or misuse of the property by the Renter, Participants, and/or Attendees at the event. This shall include the cost of custodial services if the property requires cleaning beyond what would be expected from the normal and routine use of the property consistent with the purpose of the rental and the terms of this agreement. Renter waives the right to reimbursement for any losses or damages to the Renter's property, or claims relating to personal/bodily injuries that occur on the church site, that are not the result of the churches' negligence.

RESPONSIBILITIES OF RENTER

1. The Renter agrees to indemnify First Churches against any loss, liability, or claim resulting from use of the facilities under this Agreement, so long as the loss, liability or claim does not result from the First Churches' negligence. The Renter agrees to pay within ten days of the event any costs for repairing all damages beyond normal wear and tear caused to First Churches property by those at the event identified herein.
2. This building is our sacred space. The Renter may not take down or remove any items such as banners, art objects, flags, candles, from the walls, ceilings, windows, pews, floors, unless permitted in writing. Chairs and tables may be moved but must be returned to their original places and order.
3. First Churches will not be responsible for any items left in the building.
4. Only the rooms identified in this Agreement (and restrooms) are to be used by the Renter. Use of any non-authorized rooms will result in additional charges. Rooms are to be used only during the times identified. Use outside of those times will result in additional charges.
5. The Renter agrees to check all exterior doors and all interior lights, and to confirm that the building is empty, if the Renter is the last person leaving the building. If an exterior door is left unlocked or an interior light is left on, the Renter acknowledges that \$50 will be charged.

6. **Door Policy:** The Renter agrees that, unless otherwise provided in writing, the Renter will keep all exterior doors closed and locked*, admitting only those who are there for the Renter's event.
 - a. Exterior doors are not to be propped open.
 - b. **Keys to the building** are to be kept by the Renter or authorized keyholders only. No guest of the Renter is to be in the building without the Renter present.
 - c. Main St sanctuary doors and Center St handicap entrance may be unlocked for large events as long as doors are staffed.
7. The Renter agrees to report to the Church Administrator in writing any accidents, thefts, complaints, or damages within 24 hours of the event.
8. Any children or youth under age 18 will be properly supervised by the Renter and the Renter will comply with all legal requirements regarding the supervision of minors. No child/children will be left unattended. Childcare (by anyone other than a child's legal guardian) is only approved on a case by case basis.
9. The Renter is not permitted to sublet the spaces rented to any other person or entity.
10. No pets are permitted in the church. Service animals are permitted.
11. Smoking is not permitted anywhere on church property, inside or outside.
12. No candles or incense are permitted anywhere on church property, inside or outside.
13. No alcoholic beverages or illegal substances are permitted anywhere on church property, inside or outside.
14. No food or drink is allowed in the sanctuary.
15. Nothing should be taped to the walls in Lyman Hall or the Parlor.
16. If using the Parlor, pianos are not to be used or touched unless previous permission is granted.
17. Any use of the spaces that include any type of food, liquids, paints, or other potentially messy items need a drop cloth underneath to protect the floors.

18. If the Renter opens any windows, they must be closed and locked again. The Renter agrees to leave the room(s) used in the same condition in which they were found; all trash must be placed in the labeled dumpsters behind the church and recycling placed in the identified bins throughout the church.
19. First Churches does not provide supplies for food or drinks; the Renter must provide its own. If the Renter wishes to rent First Churches' dishes, there will be an additional charge.
20. The Renter is not to block any doorways, exits, stairways, or fire extinguishers.