



# Church Facility Rental Agreement



Kirkridge

Presbyterian Church

8070 S Saginaw St.

Grand Blanc, MI 48439

810.694.3321

[kirkridgeoffice@sbcglobal.net](mailto:kirkridgeoffice@sbcglobal.net)



## WELCOME

Welcome to the Kirkridge Presbyterian Church of Grand Blanc.

We are excited that you are considering our building for your group meeting or event. Kirkridge Presbyterian Church of Grand Blanc facility is available for local non-profit organizations, companies and individuals requesting one-time or short-term usage of our facilities. Our first priority is to programs and membership needs of the church. Priority is then given to non-profit groups that are supported by the church, and finally to other non-profit organizations and community groups.

We look forward to working with you on your space needs and let us be the first to welcome you to Kirkridge Presbyterian Church of Grand Blanc. We hope your experience with us will be enjoyable.

## OUR COMMITMENT

We, the members of Kirkridge believe that God has empowered our congregation with a variety of strengths and resources. We believe we are being called to WORSHIP GOD, to challenge each other to grow in faith, to spread His word and to support His works in the world. We believe we are being called to OUTREACH to those in need, to the youth, the elderly, to families and to the community in which we live. We believe through joyful prayer, dedication to hard work, open minds and working together that all things are possible.

## OVERVIEW

Conveniently located on Saginaw Street in Grand Blanc, Kirkridge Presbyterian Church of Grand Blanc is a wonderful facility that captures the uniqueness and intimacy of a church, and also boasts an outdoor chapel. This building has a modern look-and-feel and the spaces are designed with today's meeting and event needs in mind.

We have spaces designed to meet your needs for various occasions including:

- Special Events
- Weddings
- Limited Parties
- Small receptions
- Support Groups
- Classes
- Meetings
- Films
- Book Fairs
- Craft Shows
- Music Rehearsals/ Performances
- And much more

## RENTAL ELIGIBILITY

Kirkridge Presbyterian Church of Grand Blanc has an affordable and comfortable space available for daily, evening, weekly or weekends and can be used by individuals and non-profit 501c3 groups. Rental is based upon review of purpose and following our commitment and mission statement.

## LOCATION

The church is located close to downtown Grand Blanc. The church is just east of I-75 and south of I-69. Our address is: **8070 S Saginaw Street Grand Blanc, MI 48439**

## FACILITY AMENITIES

Our facility offers the following amenities:

- One floor of space, large or small
- Air-Conditioning
- Warming Kitchen
- Tables
- Chairs
- Pianos
- Organ

## AVAILABLE SPACES

The church has four designated areas available for your meeting or event:

- Sanctuary
- Fellowship Hall
- Flockatorium
- Living Room

### SANCTUARY

Our beautiful sanctuary is available for use Monday through Saturday, and Sunday after 1 pm. Although regularly used for weddings, the sanctuary can also be used for seminars, speaking engagements, concerts as well as performing art shows, respecting the fact that it is first and foremost a sanctuary. A sound system, recording equipment; audio-visual equipment and some lighting are in place. The sanctuary also has an electric piano and an organ. Please call for rental details. **NO FOOD OR DRINK ARE ALLOWED IN THE SANCTUARY EXCEPT WATER BOTTLES.**

Capacity	200 people seated
Room Size	Approximately 1575 square feet
Equipment	Sound system; recording equipment; audio-visual equipment; electric piano; organ

### FELLOWSHIP HALL

Capacity	106 People with tables (200 without)
Room Size	Approximately 45 X 55
Equipment	piano; round tables; long tables

### FLOCKATORIUM

Capacity	15-20 people seated or 30 people standing
Room Size	Approximately 20 X 25
Equipment	3 Large tables and chairs

### WARMING KITCHEN

Equipment	Stove, Refrigerator, Ovens
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### LIVING ROOM

Capacity	8-12 people seated
Room Size	Approximately 100 square feet
Equipment	Conference room table and chairs

## SCHEDULING A ROOM

To schedule a room please call the church office at 810.694.3321. Upon tentative approval of the date the following forms shall be filled out and returned to the church:

- Completed Facility Use Agreement (liability waiver) Form
- Any necessary documents such as a Certificate of Liability Insurance, verification of non-profit status etc.
- Full payment plus cleaning deposit within 10 days of event.

## RATE TYPES

(A) Standard Rate	The standard rate is for businesses, individuals and political candidates
(B) Non-Profit Rate	The non-profit rate is for educational, cultural and other non-profit organizations

## FACILITY RENTAL RATES BY ROOM

Room	Rate A	Rate B
Fellowship Hall	\$225.00	\$75.00
Flockatorium	\$125.00	\$40.00
Kitchen	\$75.00	\$25.00
Living room(as a meeting room)	\$25.00	\$25.00

The Facility rental includes the use of the following amenities:

- Air Conditioning/Heat
- Water
- Lights
- Restrooms
- Parking
- Standard Room Configuration
- Tables
- Chairs

## BUILDING AVAILABILITY

The Church Facility is available most days between 9am and 9pm except when being used for church services, our church ministries or other commitments.

The building is not available on Sundays from 8:00 am to 1:00 pm (worship services) and days prior to religious holidays such as Holy week.

The Church Office hours are Monday through Thursday, 9:00am to 3pm.

## CLEARING AND CLEANING

A cleaning deposit of **\$150.00** is required upon rental, in a separate payment. The deposit will be fully refunded if the room is in the same condition as pre-rental.

The building must be completely cleared and cleaned no later than 9:30 pm. Users are expected to assist in emptying trash, picking up, cleaning the space, and otherwise leaving it as found. Exceptions to these times must be approved in advance and will be subject to a custodial or issued key surcharge.

## **KEY DEPOSIT**

In the event of the issuance of a building key for long-term use or set-up outside of normal business hours, there is a **\$25.00** refundable key deposit.

## **PRE- PAYMENT POLICY**

Full payment for the space must be received at least 10 days before the event date or the space will not be available for use. Any payments within 10 days prior to use must be made in cash.

## **CANCELLATION POLICY**

If you need to cancel your meeting space use, we request that you notify us immediately. In the event of cancellation, a full refund will be provided minus \$25 for processing, as long as notification is received at least 72 hours prior to the event.

## **DAMAGES**

All individuals and groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the Facility Use Agreement Form shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the individuals or group involved.

## **ROOM CONFIGURATION**

All rooms have been designated with a standard room set-up. Any set-up changes requested by the group are subject to approval by the Church Administrator.

## **ORGAN AND PIANO(s)**

Musical instruments are available upon request. The instruments should not be moved except by permission from the Church Administrator.

## **SANCTUARY SOUND SYSTEM**

The Sanctuary sound system and recording equipment are available upon request. The systems may be operated by the church sanctuary sound technicians only at an additional cost. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors.

## **SMOKING POLICY**

All individuals and groups using our facilities should at all times abide by a "No Smoking" policy in all parts of the building and grounds. Violation of this rule is sufficient ground for a staff member to withdraw immediately the individual or group's use of the facilities and/or to deny use in the future.

## **ALCHOLHOL AND DRUG POLICY**

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the parking lot. (*an exception may be made for a champagne toast at wedding receptions*)

## **ENDORSEMENT**

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

## **DECORATIONS**

Decorations may be attached to the walls, doors, and light fixtures with masking tape only. All such decorations must be removed immediately and completely following the event. Users are responsible for any damage incurred.

## **EMERGENCY SCHEDULING CONFLICTS**

The church reserves the right to pre-empt any facility use for its own in cases of emergencies. Notice will be provided as early as possible.

## **STORAGE**

There is no excess storage available for organizations and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

## **PARKING**

Our church parking lot is on the south side of the building. Parking on the church facility is available only during the period of time that a group has contracted to use the facility. Parking is available on a first-come, first-served basis and excludes certain spots specifically reserved at all times. Any damage to vehicles is at the owner's expense; the church is not responsible for theft or damage to personal property.

## **SECURITY**

We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.







## Facilities Use Agreement

This agreement by and between Kirkridge Presbyterian Church 8070 S Saginaw, Grand Blanc, MI 48439  
*Owners name* *Owners complete address*

("Owner"), and \_\_\_\_\_  
*Users name* *Users complete address*

("User"), will take effect on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will continue for a period of \_\_\_\_\_.  
*Time period*

WHEREAS, user desires to use the \_\_\_\_\_ area of the facilities for the  
*Area of premises*

purpose of \_\_\_\_\_, and  
*Purpose of use*

WHEREAS, Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met.

### It is therefore agreed by and Between the Parties:

1. Owner agrees to let User use the above described premises for the above described purpose on \_\_\_\_/\_\_\_\_/\_\_\_\_
2.  **Fee Agreement.** User agrees to pay Owner \$\_\_\_\_\_ for the use of the premises.  
  
 **Non-Fee Agreement.** In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.
3.  User agrees to pay Owner \$\_\_\_\_\_ cleaning deposit which will be returned if the room is in the same condition as pre-rental.
4. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above described facilities.
5. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. **Organization Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

7. User agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.

8. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.

9. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.

9.5 In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above described premises, even if Owner has been advised of the possibility of such damages.

10. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.

11. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**Owner** \_\_\_\_\_  
*Owner Signature*

**User** \_\_\_\_\_  
*User Signature*

Kirkridge Presbyterian Church -  
*Owner's name printed with title*

\_\_\_\_\_  
*User's name printed*