



**FACILITY RENTAL AGREEMENT**

Today's Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

**Hourly Rate:**

Kitchen Only	\$25/hr
Lower Hall Only	\$25/hr
Classroom Only	\$25/hr
Lower Level – Kitchen, Lecture Hall, Classroom	\$50/hr
Upper Sanctuary	\$50/hr
Entire Facility – Kitchen, Lower Hall, Classroom, Sanctuary	\$100/hr

- Limited cash bar available upon request.
- Special non-profit rates considered upon request.
- 2-hour minimum.
- Available hours 8:00am-9:00pm Sunday-Thursday, and 8:00am-10:00pm Friday and Saturday.

Name of Event: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event Hours (including set-up & take-down): \_\_\_\_\_ to \_\_\_\_\_

Kitchen Only    Lecture Hall Only    Classroom Only    Sanctuary Only    Entire Facility

Are beverages needed\* (YES/NO): \_\_\_\_\_ If yes, please circle Beer/Wine/Liquor/Soda/Water/Coffee

Is food being served (YES/NO): \_\_\_\_\_ If yes, please circle one Potluck/Catered/Snacks Only

Caterer Name: \_\_\_\_\_ Caterer Phone: \_\_\_\_\_

Special Arrangements:

Total Amount Due		DATE RECEIVED
Non-refundable Deposit of 50% Due Upon Reservation		
Remaining Amount Due 1-Week Prior to Event		

**By signing below, I acknowledge that I have read, understand, and received a copy of the Rental Agreement & Policy.**

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



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### **Rental Deposit and Fee Payment**

- A 50% non-refundable rental deposit is required with the signed contract to hold a rental date. The remainder payment is due in full due at least 7 days in advance of rental date. Reservation will not be held without a signed agreement, and full, advance payment.
- There is a 25% cancellation fee for cancellations made 7 days or less from the scheduled time.
- Scheduling of facility rentals should be made several months in advance prior to the desired date through the Grow It Forward office following the completion of an application form and subsequent approval. The rental is not confirmed until the facility rental form and deposit are accepted by Grow It Forward.

### **Decorations and Clean-up**

- Set-up, decorating, photography, clean-up, and trash removal is the renter's responsibility, and must be completed within rental timeframe or additional rental charges may apply. Garbage and recycling must be placed in the dumpster located on the southwest side of the parking lot.
- Renter is responsible for full cost of repairs of any damage, or additional cleaning needed, as a result of rental.
- Storage facilities are not included in the rental. Renter's equipment, materials and/or personal effects must be removed after each room use.
- Any rental equipment, and/or decorations must be delivered and removed the day of the event unless otherwise authorized by Grow It Forward.
- The spreading of real flower petals, confetti, or glitter on the floor is not permitted
- Lit candles or open flames may not be used.
- Please consult Grow It Forward prior to affixing decorations to flooring, windows, woodwork, or walls.
- Rice, bird seed, real flower petals, or other materials may NOT be thrown inside or outside

### **Use of Facilities/Prohibited Activities**

- Due to licensing requirements, alcoholic beverages may not be brought onto the grounds, unless approved.
- Smoking is NOT permitted anywhere inside the facility.
- The presence of illegal substances, firearms or other weapons on Grow It Forward's premises are strictly prohibited.
- Pets are not allowed in the building at any time.
- The renter, and renter's guest, shall not exhibit or allow nudity, or lewd, lascivious behavior that reflects negatively on Grow It Forward.
- Grow It Forward reserves the right to cancel any event in which such behavior is exhibited or anticipated and the renter shall forfeit all fees previously paid to Grow It Forward.
- Grow It Forward is not responsible for articles left in unattended vehicles. Parking is free and available on a first-come, first-serve basis.

### **Tables and Chairs**

- Tables and chairs are limited and available for use. Grow It Forward will set these up for you.
- Other tables and chairs may be rented, at your expense, from other venues and brought in, but Grow It Forward will not be responsible for the set-up and take-down of these items.