



# CHRISTIAN LOVE FELLOWSHIP

MINISTRIES INTERNATIONAL

## Members Facilities Rental Agreement

Christian Love Fellowship Ministries International (CLFMI) agrees to lease all or part of its facilities to:

Hereafter known as the Lessee. It is understood that the Lessee will use the facilities for the purposes indicated on this rental agreement, and that the activities conducted will not violate the essentials Christian principles for which CLFMI stands.

**NOTE: CLFMI reserves the right to decline the request for rental of its facilities for any event, or to any individual(s) that are deemed inappropriate or unacceptable.**

It is understood that the Lessee shall be solely responsible for all damages to the interior or the exterior of the facility, destruction and/or damage to equipment and furnishings contained within the facility, or its surrounding property. It is understood that the Lessee will adhere to all building safety rules and regulations and comply with all said rules and regulations. It is understood that this agreement is not valid until it has been properly authorized, and the total deposit paid.

Lessee: \_\_\_\_\_

Telephone: \_\_\_\_\_ Best time to call: \_\_\_\_\_

Description of the event: \_\_\_\_\_

Approximate number of attendees: \_\_\_\_\_

Time(s) (If utilizing the facilities on more than one date, list the times separately)

Date: \_\_\_\_\_ Event Start time: \_\_\_\_\_ End Time: \_\_\_\_\_

What time do you need entry into the facilities? Time: \_\_\_\_\_

**\*\*\*FACILITIES ARE NOT AVAILABLE AFTER 10:00 PM.\*\*\***

Requested date(s) & time(s) approved: Initial \_\_\_\_\_ Date: \_\_\_\_\_

Scan an email all 5 pages to [churchcalendar@clfmi.org](mailto:churchcalendar@clfmi.org)



## COMMITMENT FROM BOTH PARTIES

### CLFMI will adhere to the following conditions:

- All rented space will be clean and stocked with the appropriate supplies
- The facility being rented will be opened at the designate time requested
- A walk-through checklist will be completed before and after the event
- CLFMI assumes no responsibilities for loss of damage to personal or rented property, or injury to persons caused by negligence
- The security deposit will be returned by mail within 5 business days after the event, if the walk-through checklist indicates all conditions of the agreement have been met
- **ALL RENTED SPACES ARE DISINFECTED WITH AN EPA DISINFECTANT FOGGER MACHINE**

### The Lessee will adhere to the following conditions:

- Smoking (including vaping), drugs or consumption of alcohol is strictly prohibited on the property, inside or outside
- The facility is to be used only for the purposes outlined in the rental agreement
- All rooms rented must be left clean, all trash removed, **ALL food must be removed**
- Equipment, props, or decorations brought in from an outside vendor must be removed unless arrangements have been made in advance with CLFMI personnel to have them removed later (must be within 48 hours), **if you're renting the Sanctuary on Saturday all items must be removed the same day.**
- The lessee accepts full financial responsibility for any damages that may occur during the event and agree that the facility is to be restored to its original state
- Rooms other than those that have been secured through this agreement shall not be accessed
- There will be a charge for access to the building earlier than the actual rental time for the purpose of decorating or set up
- If the designated usage time is exceeded by more than 30 minutes, the over-hours charges will apply
- All parking rules and fire codes must be adhered to:
  1. Park in designated spaces only
  2. Handicapped parking can only be used if the vehicle has a state issued permit

CLFMI Administration \_\_\_\_\_ Lessee \_\_\_\_\_



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## PROPERTY DESCRIPTIONS

- The Robert A. Hill Annex Fellowship Hall is 5,245 square feet, and comfortably seats 250 individuals.
- Christian Love Fellowship Sanctuary has a seating capacity for 978 individuals

## FACILITY RENTAL PRICE LIST

Rooms	Cost	Length	Over Hour (>30 mins)	Security Deposit
Sanctuary	\$520.00	6 hours	\$50.00	\$260.00
Hall & Kitchen	\$595.00	7 hours	\$50.00	\$297.50
Additional Rooms	\$103.00	2 hours	\$50.00	\$51.50
Sanctuary, Hall & Kitchen	\$1010.00	9 hours	\$50.00	\$505.00
Wedding Rehearsals & Setup	\$207.00	4 hours	\$50.00	\$103.50
Sanctuary, Hall, Kitchen – Wedding Rehearsals & Setup	\$1217.00	10 hours	\$50.00	\$608.50
Sanctuary, Wedding Rehearsals & Setup	\$725.00	10 hours	\$50.00	\$362.50
Audio Technician (Sanctuary ONLY)				All Tracks or mp3 files must be sent to clfmiworship@yahoo.com

- Due upon booking your Security deposits are required to secure the date(s) requested for your event. All monies must be a **cashier's check or money order.**
- Over hour charges will be deducted from the security deposit
- If the event is canceled more than **60** business days prior to the date of the event, **ALL MONIES WILL BE REFUNDED**
- If the event is canceled less than **45** business days prior to the event, **ONLY THE SECURITY DEPOSIT WILL BE REFUNDED**
- If the event is canceled less than **30** business days prior to the event, **NO MONIES WILL BE REFUNDED**



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SECURITY DEPOSIT: \$ \_\_\_\_\_

Total Room Booking Fee: \$ \_\_\_\_\_

Balance Due: \$ \_\_\_\_\_ Date: \_\_\_\_\_ (60 days prior to event)

**I attest that I am securing the rental of the facility for my personal use or an event that I am personally hosting, and not on behalf of other individuals or groups. I agree to all the terms and conditions stated in the agreement.**

Lessee signature: \_\_\_\_\_ Date: \_\_\_\_\_

CLFMI Administration Signature: \_\_\_\_\_ Date: \_\_\_\_\_



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**LESSEE REFUND INFORMATION**

NAME\_\_\_\_\_

ADDRESS\_\_\_\_\_

CITY\_\_\_\_\_ STATE\_\_\_\_\_ ZIP CODE\_\_\_\_\_

PHONE NUMBER\_\_\_\_\_

EVENT DATE\_\_\_\_\_

DEPOSIT AMOUNT \$\_\_\_\_\_

In order to receive your security deposit in a timely matter, all of the above information, must be filled out on this page.

**FOR OFFICE USE ONLY**

DATE CHECK ISSUED\_\_\_\_\_ CHECK #\_\_\_\_\_

CLFMI ADMINISTRATION\_\_\_\_\_