



6448 Martin Luther King Blvd • Sacramento, CA 95823 • elc.sacramento@gmail.com

RENTAL AGREEMENT

Submission/Today's Date: _____
Name of Renter: _____
Name of Organization (if applicable): _____
Contact Number(s): _____
Email(s): _____
Type of Function: _____
Request to Use: <input type="checkbox"/> Event Hall <input type="checkbox"/> Chapel <input type="checkbox"/> Room 102 <input type="checkbox"/> Building #2
<input type="checkbox"/> Other _____
Rental Reservation Date: _____
Time Frame Required (set-up, clean-up, and rehearsal times must be included in the time frame): _____

Policies

1. Smoking is strictly prohibited on ELC property, including parking lot.
2. No candles and/or other open flames, explosives or highly flammable materials, such as kerosene, gasoline, paint stripper, etc. may be used or brought into any area except under the supervision of management. Firearms are prohibited at all times. Battery operated candles are acceptable.
3. Parking of cars and/or trailers is not allowed overnight on ELC property.

Renter's Initials _____

4. No animals or pets of any kind are allowed in ELC’s facilities, unless it is an Americans with Disabilities Act (ADA) service and guide animal.
5. Any damage to equipment or facilities of ELC, other than from normal use, shall be the responsibility of the Renter and/or Organization named above.
6. Indemnification: It is an express term of this agreement that the Renter and/or Organization indemnifies ELC for any costs or damages of any kind incurred by ELC, as a result of the rental of the facility by the Renter and/or Organization.
7. All bookings and arrangements must be made through the Advisory Team of ELC at least four weeks prior to the event.
8. Bookings and arrangements in unusual circumstances may be directed to the Advisory Team of ELC for approval.
9. All functions must be a minimum of three hours including set-up and clean-up time.
10. Cancellation: A full refund of the deposit will be given if cancellation notice is given 48 hours prior to the event. If the notice is less than 48 hours, there will be no refund.
11. Renter and/or Organization above agree to complete a walk-through assessment of the ELC’s Main Building and/or ELC’s Modular Building prior to date of event and a check-out assessment of ELC’s Main Building and/or ELC’s Modular Building after the event.
12. Additional rooms and/or space and special events not mentioned in the agreement may be discussed further at request and will be authorized at the discretion of the Advisory Board (example: wedding, wedding reception, carwash, health fair, yard sale, etc...)
13. ELC may at any time and without prior notice revise this agreement.

Rates

Please make all checks payable to: Eternal Life Church

Main Building (Saturdays ONLY; 9am to 5pm)

* Members’ Flat Rate (due upon day of event): \$50.00

* Non-members’ Flat Rate (due upon day of event): \$300.00

-Equipment may be used with an authorized sound and /or video technician. Fee varies and check will be made payable to the sound and/or video technician.

* Deposit (due immediately upon approval to secure date of event): \$100.00

Renter’s Initials _____

Modular Building (Saturdays ONLY; 9am to 5pm)

* Members' Flat Rate (due upon day of event): \$50.00

-Use of kitchen, M4, M5, folding tables, folding chairs are complimentary...all else must be provided by the renter(s). Please provide what may be needed and how many:

* Non-members' Flat Rate (due upon day of event): \$300.00

-Use of kitchen, M4, M5, folding tables, folding chairs are complimentary...all else must be provided by the renter(s). Please provide what may be needed and how many:

* Deposit (due immediately upon approval to secure date of event): \$100.00

*****Deposit for Main Building and Modular Building may be refundable after the event, pending the check-out assessment immediately after event*****

ELC reserves the right to add charges for repairs, damages and/or other services that may not be covered in the above list.

By signing below, you and/the your organization acknowledge that you and/or your organization have read and understand this Agreement and you and/or your organization agree to abide by their terms.

Signature of Renter #1

Date

Signature of Renter #2 (if applicable)

Date

For Office Use Only	
<i>*Checked box and signatures below indicate the decision of ELC with regards to the Rental Agreement*</i>	
Approved: <input type="checkbox"/> YES or <input type="checkbox"/> NO	Copies to be sent to: <input type="checkbox"/> Renter <input type="checkbox"/> Pastor <input type="checkbox"/> Advisory Team <input type="checkbox"/> Treasurer <input type="checkbox"/> Worship Director <input type="checkbox"/> Levite Director <input type="checkbox"/> Events
Coordinator	
_____ Signature of an Advisory Team Member	_____ Date
_____ Signature of Events Coordinator	_____ Date

Renter's Initials _____

WALK THROUGH ASSESSMENT

Main Building

- Sanctuary _____
- Sanctuary equipments _____
- AC and Heater _____
- Lights _____
- Electrical outlets _____
- Other _____
- Other _____

Modular Building

- Kitchen Stove _____
- Kitchen Microwave _____
- Refrigerator _____
- Freezer _____
- Garbage Disposal DOES NOT WORK...DO NOT USE _____
- Sink _____
- Garbage _____
- Kitchen Countertops and Cabinets _____
- Lights _____
- Electrical outlets _____
- Folding Tables _____
- Folding Chairs _____
- Lights _____
- Electrical outlets _____
- M4 _____
- M5 _____
- Restrooms _____
- AC and Heater _____
- Other _____
- Other _____

By signing below, you and/the your organization acknowledge that you and/or your organization have done a Walk Through Assessment of the Main Building and/or Modular Building of ELC and all is in working condition unless otherwise specified above.

Signature of Renter #1

Date

Signature of Renter #2 (if applicable)

Date

Renter's Initials _____

Signature of an Advisory Team Member or
Authorized Member of ELC

Date

CHECK-OUT ASSESSMENT

Main Building

- Sanctuary _____
- Sanctuary equipments _____
- AC and Heater _____
- Lights _____
- Electrical outlets _____
- Other _____
- Other _____

Modular Building

- Kitchen Stove _____
- Kitchen Microwave _____
- Refrigerator _____
- Freezer _____
- Garbage Disposal DOES NOT WORK...DO NOT USE _____
- Sink _____
- Garbage _____
- Kitchen Countertops and Cabinets _____
- Lights _____
- Electrical outlets _____
- Folding Tables _____
- Folding Chairs _____
- Lights _____
- Electrical outlets _____
- M4 _____
- M5 _____
- Restrooms _____
- AC and Heater _____
- Other _____
- Other _____

By signing below, you and/the your organization acknowledge that you and/or your organization have done a Check-Out Assessment of the Main Building and/or Modular Building of ELC and all is in working condition unless otherwise specified above and fees may be applicable.

Signature of Renter #1

Date

Signature of Renter #2 (if applicable)

Date

Renter's Initials _____

Signature of an Advisory Team Member or
Authorized Member of ELC

Date

Renter's Initials _____

CLEAN-UP CHECK LIST

Main Building

Sanctuary-NO FOOD OR DRINKS ALLOWED

- Pews and floors must be vacuumed
- All equipment is put away
- Lights/fans off

S1

- All trash bins must be emptied and thrown away in the metal garbage dumpster outside (must close dumpster lid)
- Replace all trash bins with new trash bags
- Vacuum all floors utilized
- Ensure all floors are free of stains
- Furniture and nursery items must be put back to its original position
- Lights/fans off

S2

- All trash bins must be emptied and thrown away in the metal garbage dumpster outside (must close dumpster lid)
- Replace all trash bins with new trash bags
- Vacuum all floors utilized
- Ensure all floors are free of stains
- Furniture and items must be put back to its original position
- Lights/fans off
- Air or Heat off

Restrooms

- Restock toilet paper when emptied
- Toilets must be wiped down
- Floors must swept and mopped
- Sink must be cleared
- Lights/fans off

Modular Building

Kitchen

- Do NOT use the garbage disposal
- Dish rack need to be cleared
- Kitchen sinks must be free of food particles
- Countertops need to be wiped down and cleaned
- Stove need to be wiped down and cleaned
- Ensure your food items are removed out of the refrigerator and freezer
- Kitchen floor must be swept and mopped
- Kitchen walls and cabinets must be free of food particles and stains
- Ensure kitchen faucet is completely shut off
- Lights off

Renter's Initials _____

Lobby/M4/MS

- All trash bins must be emptied and thrown away in the metal garbage dumpster outside (must close dumpster lid)
- Replace all trash bins with new trash bags
- Vacuum all floors utilized
- Ensure all floors are free of food particles and stains
- Lights off
- Air or Heat off

Bathrooms

- Restock toilet paper when emptied
- Toilets must be wiped down
- Floors must swept and mopped
- Sink must be cleared
- Lights off

THE RENTER IS RESPONSIBLE FOR THE SET-UP, BREAKDOWN, AND CLEAN-UP unless prior arrangements have been made with ELC.

By signing below, you and/the your organization acknowledge that you and/or your organization have completed the Clean-Up Check List for Main Building and/or Modular Building of ELC and all is in working condition unless otherwise specified above.

Signature of Renter #1

Date

Signature of Renter #2 (if applicable)

Date

Renter's Initials _____