



6428 Martin Luther King Jr Blvd. Sacramento CA, 95823
elc.sacramento@gmail.com

ETERNAL LIFE CHURCH RENTAL AGREEMENT

Contact Name _____

Name of Organization (if applicable) _____

Contact Number _____ Email _____

Description of Event _____

Use of Property Sanctuary Event Hall Building B Room 102

Rental Date _____

Rental Time _____

(Set-up & clean-up time must be included.)

Will you need ELC's Audio & Visual Services Yes No

*AV services can be provided as an additional service. Please refer to the rate sheet on page 2

If Yes, specify hours needed Entire event Other _____

Renter's Initials _____

RATES AND FEES

Building Rental

	Sanctuary	Event Hall	Building B
Members	\$ 100	\$ 100	\$ 100
Non-Members	\$ 300	\$ 300	\$ 300
Other Ministry	\$ 100	\$ 100	\$ 100

Facility Usage Includes

- Use of kitchen tools, folding tables, folding chairs, and canopies are complimentary as long as all equipment are returned to its proper location at the end of the event.

Notes

- A refundable Security Deposit of \$100 is required for Non-Members and Ministry Exempt categories. The Deposit is due at the time the form is submitted.
- Make all checks payable to ***Eternal Life Church***
- All Fees are due by the day of the event
- Building Rental Rates are for 8 hours only. Additional usage beyond 8 hours will incur a 10% charge per additional hour of usage. Separate from AV charges.

Audio Visual (AV) Service

All AV equipment is to be handled and operated by ELC's AV team only. If the AV option is selected on the form, an AV technician will be available to assist during the event and the AV rates will apply. The AV technician will arrive prior to the event and will be on premises until the end of their service as defined on Page 1.

Rate \$120 Minimum and will cover the first 3 hours of the event
 \$30 per hour will be charged after the first 3 hours of the event

Included

Public Address (PA) system. Sanctuary only.

- Microphone
- Projectors
- Floor monitors
- In-house sound system
- ELC - AV Technician

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
RENTAL AGREEMENT**

Conditions:

1. Purpose of Use

Eternal Life Church (ELC) may be used, but is not limited to the following events. Events not listed are subject to approval by the Governing Board of ELC. All bookings and arrangements must be made through the Secretary. Approved events include anniversary parties/blessing/birthday parties/baby showers/graduation parties, family reunions, meetings, weddings, workshops, and worship services.

2. Use of Property

- ✓ The renter(s) is responsible for setup, breakdown, and cleanup of the facility unless prior arrangements have been made with ELC.
- ✓ All items brought in by renter(s) must be removed by renter(s) prior to check-out time. No property belonging to ELC shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$100.00 deposit at the discretion of ELC.
- ✓ All AV equipment is to be handled and operated by ELC's AV members only. AV usage is an additional service and therefore rates for AV services will apply as noted on the Rates and Fees page.

3. Damages

Security deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site assessment and approval of checklist. Renter(s) and ELC representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security deposit.

Renter(s) is responsible for:

- ✓ Any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests, if the security deposit is not sufficient to cover them.
- ✓ the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- ✓ the proper handling of all equipment and furnishings.
- ✓ removal of trash to disposal bin.

4. Smoking/Flammables

- ✓ No smoking is allowed anywhere on the property of ELC (including buildings, grounds, and parking lot). ELC is a smoke-free facility.
- ✓ Candles and/or other open flames are prohibited. Explosive or flammable materials such as kerosene, propane, paint stripper, etc. may not be used or brought into any area without the supervision of ELC personnel. Battery operated candles are permitted.

Renter's Initials _____

**ETERNAL LIFE CHURCH CHURCH
RENTAL AGREEMENT**

5. **Alcohol/Drugs**
 - ✓ Alcoholic beverages and controlled substances are prohibited anywhere on the property of ELC (including buildings, grounds, and parking lot).

6. **Weapons/Firearms**
 - ✓ Weapons and/or firearms are prohibited anywhere on the property of ELC (including buildings, grounds, and parking lot).

7. **Parking**
 - ✓ Parking area is available for use during the event at no extra charge. Parking is subject to parking signs and regulations.
 - ✓ Overnight parking of cars and/or trailers is prohibited on ELC property.

8. **Pets**
 - ✓ No animals or pets are allowed on the property of ELC, unless it is an Americans with Disabilities Act (ADA) service and guide animal.

9. **Noise Ordinance**
 - ✓ Loud activities should be kept to a minimum so as not to disturb the neighbors in the surrounding area.

10. **Cancellation**
 - ✓ Any prepaid rental fees will be refunded if cancellation notice is given 48 hours prior to the event. If the notice is less than 48 hours, there will be no refund.
 - ✓ 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. **Cleaning/Clean Up**
 - ✓ The renter(s) is expected to return the facility to the same condition as received. No cleaning services are provided by ELC during the event.
 - ✓ The following general cleaning is required at the conclusion of the rental:
 - a. Pickup all trash both inside and outside of the building.
 - b. Bag all trash and dispose in the metal dumpster outside (lid must be closed).
 - c. Replace all trash bins with new trash bags.
 - d. Wipe down all tables and counter-tops.
 - e. Remove all decorations, balloons, and other party materials.
 - f. Remove all food and other items from the kitchen and refrigerator that was brought by your group.
 - g. Vacuum all floors utilized.

12. **Walk-Through**
 - ✓ Renter(s) agree to a walk-through assessment of all the facility rooms being rented prior to date of event and a check-out assessment of all the facility rooms being rented.

Renter's Initials _____

**ETERNAL LIFE CHURCH
CHURCH RENTAL AGREEMENT**

Eternal Life Church may not be used for any unlawful purposes. Renter(s) are prohibited from charging admission, conducting raffles or auctions and/or sell of any articles.

Eternal Life Church reserves the right to refuse to rent to any person(s) or organization(s) for any reason deemed necessary.

Eternal Life Church cannot be sub-leased by renter(s) for any reason.

Eternal Life Church may at any time revise, cancel, or void this contract without prior notice.

By signing this agreement, renter(s) acknowledge the amount of the fees to be paid to Eternal Life Church and agree to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this _____ day of _____, 20 _____.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due Eternal Life Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of Eternal Life Church.

Signature of Renter #1

Date

Signature of Renter #2

Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of Eternal Life Church so as to permit the Applicant the right to use the Premises at the time or times specified there in.

Signature of a Governing Board Member
or Authorized Member of ELC

Date

Renter's Initials _____

**ETERNAL LIFE CHURCH
CHURCH RENTAL AGREEMENT
WALKTHROUGH ASSESSMENT**

Sanctuary

- Wall
- Floor
- AC and Heater
- Lights Electrical
- Outlets
- Restrooms
- Room 201
- Other _____
- Other _____

Event Hall

- Kitchen Microwave
- Refrigerator
- Freezer
- Sink
- Garbage
- Kitchen Counter top and
- Cabinets Lights
- Electrical Outlets
- Folding Tables and Chairs
- Restroom
- AC and Heater
- Other _____

Building B

- Wall
- Floor
- Window
- Furniture
- Restroom

By signing below, you and/your organization acknowledge that you and/or your organization have done a Walkthrough Assessment of the applicable rental area at ELC and all is in working condition unless otherwise specified above and fees may be applicable.

Signature of Renter

Date

Signature of a Governing Board Member or
Authorized Member of ELC

Date

Renter's Initials _____

**ETERNAL LIFE CHURCH
CHURCH RENTAL AGREEMENT
CHECK-OUT ASSESSMENT**

Sanctuary

- Wall
- Floor
- AC and Heater
- Lights Electrical
- Outlets
- Restrooms
- Room 201
- Other _____
- Other _____

Event Hall

- Kitchen Microwave
- Refrigerator
- Freezer
- Sink
- Garbage
- Kitchen Counter top and
- Cabinets Lights
- Electrical Outlets
- Folding Tables and Chairs
- Restroom
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- Other _____

Building B

- Wall
- Floor
- Window
- Furniture
- Restroom

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

Signature of Renter

Date

Signature of a Governing Board Member or
Authorized Member of ELC

Date

Renter's Initials _____