

**FAMILY
OPPORTUNITY
FAITH
NEW LIFE CENTER
SERVICE
COMMUNITY**

Bethlehem Baptist Church

1430 W. Bancroft St.

Toledo, Ohio 43606

(419) 241-9360

Revised May 2014

Date _____

Thank you for choosing the Bethlehem Baptist Church New Life Center as the location for your special occasion. We look forward to helping you make your day a memorable one.

The Bethlehem Baptist Church Center is committed to children, family, and community. We are excited about the opportunity to be able to offer you a facility that will provide a positive experience of social support.

Enclosed in your packet you will find the following:

- Guidelines for the use of the Hall
- Hall rental application
- Fee Outline Sheet
- Release Form
- Rental Agreement

Carefully review all items enclosed. If you have any questions, feel free to speak with our director. Thank you for your patronage.

Guidelines for the use of

The Bethlehem Baptist Church New Life Center

Bethlehem Baptist Church is committed to helping build a positive foundation for children, family and the community. We believe in striving to offer a social environment conducive to maintaining a wholesome and positive atmosphere. Therefore, the following guidelines must be followed in the rental of the Bethlehem Baptist New Life Center:

1. **50% of the rental fee and a \$250.00 refundable security deposit** are payable upon the signing of the rental agreement.
2. There is to be no music played that is not conducive to a family environment. The music should be clean radio versions. It should not refer to **hard core rap, a sexual explicit nature or contain/use foul and abusive language**.
3. There are to be no decorations hung from the ceiling or affixed to the walls. Center pieces, balloons and free standing decorations are allowed. Balloons shall be handled and secured to prevent accidental release. Balloons *must* be secured. A \$5.00 charge will be given for any loose balloons found. If candles are used, they must be enclosed within a glass or non-flammable enclosure.
4. Use of the kitchen is limited to that of a Caterer, who must identify themselves and present their license.
5. There are to be **No fire arms of any kind** permitted in the Hall or anywhere on church grounds.
6. Any problems of operation with the facility or equipment must be reported to Hall staff immediately.
7. The rental of Sound System/Audio Equipment is an additional fee of \$100.00 and will be operated by personnel of Bethlehem Baptist Church.
8. There is to be **No drinking of alcoholic beverages or use of illegal drugs** permitted in the Hall or anywhere on church grounds.
9. A diagram of your table and chair setup must be provided to the Hall staff 14 days prior to your event.
10. There is to be **No Smoking** in the Hall or anywhere on church grounds. There will be a charge for cigarette butts that litter the grounds.
11. Cancellation of your event should be received 20 business days in advance prior to your event date.
12. Adequate chaperones (1 adult per 30 youth) will be required for events where youth will be on premises.
13. Failure to abide by guidelines may result in the cancellation, stoppage of your event and/or forfeiture of security deposit.

Bethlehem Baptist Church New Life Center Hall Rental Information

(Please print all information)

Name _____

Social Security# or FEIN# _____

Address _____

Contact Number(s) _____ **(wk)** _____ **(cell)** _____

Reason for the Hall rental _____

Parties involved in the Hall rental _____

Are there any special needs for your event? _____

How many people do you anticipate? _____ **(not to exceed 500 people).**

Will you use the stage? _____

Will you use the kitchen? _____

Fees and Charges

\$400.00 for a 4 hour block of time (allow 1 hour block for set-up)

\$250.00 Security Deposit

*Security deposit and ½ of rental is due at the signing of the contract.

*Classroom rentals will be at a charge of \$100.00 for 4 hours.

*Basketball play \$65.00 for 2 hours.

Set-up fees \$25.00 to \$75.00

Kitchen

- 1. The kitchen must be returned to the original state.**
- 2. All tables, counters and sinks must be clean.**
- 3. The steam table may be used for additional fee of \$25.00**



At our discretion based on the nature of the event, security may be required at an extra cost of \$125.00 per deputy sheriff. Bethlehem Baptist Church will not be held liable/responsible for any items that are damaged, lost or stolen at any event.

Your event must be paid in full by a money order, cash, or check before your event can take place. Returned check fee is \$35.00.

The security deposit will be mailed to you within 14 days following the event, or you may choose a designated person to pick-up the deposit at the Bethlehem Baptist Church Office.

Cancellation Policy: Lessee shall be entitled to cancel this Agreement, less the sum of One Hundred Dollars (\$100.00) to cover Bethlehem Baptist Church costs and expenses by delivery of written notice to Bethlehem Baptist Church at least thirty (30) days prior to Lease Date. Lessee acknowledges that the cancellation provisions herein are fair and reasonable.

Bethlehem Baptist Church New Life Center Release and Indemnity Agreement

1430 W. Bancroft Street, Toledo, Ohio 43606

This Agreement made and entered into this _____ day of _____, (by and among **Bethlehem Baptist Church, an Ohio non-profit organization** (hereinafter referred to as (BBC) and

_____,
Whereas, BBC is the operator of certain property identified as the **New Life Center at 1430 W. Bancroft Street, Toledo, Ohio 43606** (hereinafter referred to as the “Center”); now, therefore, inconsideration of the foregoing, mutual covenants hereinafter contained, the parties agree as follows:

1. In consideration of the use of the Center, I acknowledge that I am using the Center and anything contained therein at my own risk and hereby release BBC from all claims for any injury to my person or property arising out of my use of the Center. I do so for myself and my heirs, executors, administrators, and assigns. **I release and discharge the BBC, the Pastor, including its statutory agent, officers, trustees, employees, agents, operators, successors and assigns.** This release includes all claims, demands and causes of action of any sort that I may now or in the future for injury to my person or property. I intend by this document to **release BBC related, directly or indirectly.** To the operations, repair, condition or my use of the Center or any equipment related to my use, whether such injury is caused by the negligence of BBC, its agents, employee or otherwise.
2. I further indemnify and hold harmless **BBC and its officers, trustees, instructors, agents, employees, successors and assigns,** from any and all loss, liability or expense of any kind, including defense costs and attorney fees, incurred by BBC in connections with any claim or demand for injury to my person and/or property brought against BBC by any party arising out of or related to the use, operation, repair or condition of the Center or related equipment, whether such injury is caused by the negligence of BBC, its agents, employees or otherwise.
3. In the event that my use of the Center is related to any athletic **event or conduct,** I am fully familiar with my own physical condition and limitations and I have taken all medical examinations necessary prior to the use of the Center. I assume all risks of injury to my person and property that I may sustain in connection with my use of the Center as granted by BBC.

I have read and fully understand the terms and conditions of this Release and Indemnity Agreement.

Lessee _____

Witness _____

Date: _____

Bethlehem Baptist Church New Life Center Rental Agreement

1430 W. Bancroft Street, Toledo, Ohio 43606

This Agreement made and entered this _____ day of _____, _____, by and among Bethlehem Baptist Church, an Ohio non-profit organization (hereinafter referred to as "BBC" and _____ (hereinafter individually and collectively referred to as "Lessee").

WHEREAS, BBC, is the operator of certain property identified as the New Life Center at 1430 W. Bancroft Street, Toledo, Ohio 43606 hereinafter referred to as "Center");

WHEREAS, BBC desired to lease the gymnasium and adjacent bathrooms in the Center (hereafter referred to as "Hall") to Lessee;

WHEREAS, Lessee desires to lease the Hall from BBC for the purpose of _____ subject to the terms and conditions herein set forth.

NOW THEREFORE, in consideration of the foregoing, mutual covenants hereinafter contained, the parties agree as follows:

1. **Hall Lease.** BBC agrees to lease the Hall to Lessee for the purpose set forth above for a period of _____ hours, from _____ (a.m./p.m.) until _____ (a.m./p.m.), (Hall closes at midnight) on _____, 20____ (hereinafter referred to as the "Lease Date"). Doors shall be open for guests thirty (30) minutes prior to rental time. Lessee acknowledges that the maximum capacity of the Hall is restricted to not more than **500 people**, and Lessee agrees to abide by this number. The parking lot will be available for Lessee's use during the rental times on the Lease Date as stated herein above.

2. **Cost.** The cost for Hall rental shall be \$ _____ payable as follows: A **\$250.00 Refundable Security Deposit** and **half of the rental fee** shall be due upon execution of this agreement. The balance of the amount is due and owing shall be paid on or before thirty (30) days prior to the date of the event. In the event that full and final payment is not received within thirty (30) days of the event, the Agreement shall be terminated and BBC shall retain the security deposit. BBC reserves the right to lease the Hall on said agreed upon date, in the owing as identified in paragraph two (2) hereinafter.

3. **Security Deposit.** Lessee shall deposit the sum of **\$250** Dollars with BBC, as and for a security deposit ("Security Deposit") to assure the Lessee's compliance with the terms and conditions of this agreement (30) days prior to the Lease Date, or no later than _____. BBC shall be entitled to apply this Security **(i)** to the payment of any costs or expenses incurred by BBC as a result of any damages to the Hall resulting from actions of Lessee of Lessee's guests and/or invitees, **(ii)** to the payment of any costs or expenses incurred by BBC on behalf of the Lessee.

4. **Non-Smoking/Non-Alcohol Facility.** The Hall is a non-smoking, non-alcohol and drug free facility. Lessee acknowledges that neither smoking, alcohol nor drugs of any kind are permitted within the Hall or anywhere on BBC grounds. BBC reserves the right and authority to remove Lessee or Lessee's guests and/or invitees from the Hall for violation of this provision. Lessee acknowledges that violation shall constitute a material violation and breach of this Agreement.
5. **Use of Hall.** Lessee shall use the Hall in a careful and proper manner. Hall will be open on the Lease Date from _____ (a.m./p.m.) to _____ (a.m./p.m.) for decorating and deliveries. Lessee acknowledges that **no open candles** are permitted in the Hall. If the use of candles is desired, all such candles shall be enclosed in a glass enclosure manufactured for such purpose. **No glitter or sprinkled decorations** shall be permitted in the Hall. **No decorations are to be hung from the ceiling or affixed to the walls.** Lessee shall be responsible for removing all decorations and centerpieces which Lessee may bring and/or use at the Hall at the close of the event. Lessee acknowledges that violation of this provision shall subject Lessee that which is not removed from the Hall within twenty-four (24) hours of the Lease Date shall be disposed of by BBC without obligation of liability on behalf of BBC to Lessee.
6. **Set up.** Lessee shall provide BBC with a diagram fourteen (14) days prior to the Lease Date of how the Hall should be arranged and BBC will have its maintenance crew arrange it accordingly. Lessee is not permitted to rearrange or alter the Hall agreement. In the event changes need to be made to the original setup, Lessee shall notify the BBC Head Trustee, accordingly.
7. **Equipment.** In the event that Lessee has use or need for chairs, tables, audio or video equipment, stage, podium or other items which may be provided by BBC. Lessee shall notify BBC in writing at the time of entering into this Agreement. In the event that BBC provides the equipment to Lessee, the equipment will be in working order and shall be returned in the same condition. Any failure to do so shall result in a material breach of this Agreement. Lessee will be billed for the replacement or repair, at BBC sole option, of the equipment.
8. **Holding Over Period.** In the event that on the Lease Date, Lessee desires to extend the lease hours beyond those hours specified in paragraph one (1) hereof, with the prior written consent of BBC, the hours may be extended for additional one (1) hour periods at the rate of Seventy-Five Dollars (\$75.00) per hour to be paid to BBC prior to the lease date. BBC reserves the right, in its sole discretion, not to extend the lease hours beyond those specified in paragraph (1) hereof.
9. **Cancellation Policy** Lessee shall be entitled to cancel this Agreement, less the sum of One Hundred Dollars (\$100.00) to cover Bethlehem Baptist Church costs and expenses by delivery of written notice to Bethlehem Baptist Church at least thirty (30) days prior to Lease Date. Lessee acknowledges that the cancellation provisions herein are fair and reasonable.
10. **Indemnification.** Lessee agrees to and does hereby indemnify against and hold BBC harmless from any and all claims, actions, suits, damages, judgments, costs, charges, losses, liabilities, expenses, attorney fees, and litigation expenses paid, incurred and/or suffered by BBC or its shareholders, directors, officers, employees or agents, as a result of any actions, non-actions or omissions if Lessee, or Lessee's guests and/or invitees, in connection with Lessee's lease and/or use of the Hall.

11. **Headings.** The headings contained herein are for reference purposes only and shall not affect in any way the meaning or interpretation of this agreement.
12. **Assignment.** Lessee shall not assign Lessee's rights or obligations hereunder without prior written consent of BBC.
13. **Governing Law.** This Agreement shall be governed by laws of the state of Ohio.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement on the day and year first written above.

BETHLEHEM BAPTIST CHURCH

By: _____

Date: _____

LESSEE

By: _____

Date: _____

Additional Items:

- If police must be called to your event, you automatically lose your \$250.00 deposit.
- If your guests smoke, you must provide disposal containers for the cigarette butts. Flower beds are checked prior to your event. There is a \$50.00 charge if cigarette butts are not disposed of properly.
- This is a no weapon area. *CCW license makes no difference.*
- Any event over 150 people must pay for security. We contract with the Lucas County Sheriffs Dept. for \$125.00 per officer.
- Decorations: No glitter or confetti may be used in the gym.