

Shell Ridge Community Church

AGREEMENT FOR ONE TIME USE OF FACILITIES

This Agreement for One Time Use of Facilities (the Agreement) is entered into by and between Shell Ridge Community Church (SRCC) and the individual or organization described below, (hereafter referred to as Host), and is effective as of the date that the Agreement is co-signed by Host and Shell Ridge Community Church. If a group is the Host, then the person signing this Agreement on behalf of such group represents and warrants that he/she has the authority to bind such group to the terms and conditions herein.

Date of Application:

Date of Event:

Name of Host:

Circle One:

SRCC Church Member or Non-Member

Address:

City/State/Zip:

Telephone:

Email:

Type of Event:

Requested Facility Areas:

Event Time:

Start Time: End Time:

Expected Number of Attendees:

Event Catered?

Yes or No

Name of Caterer

(If unknown, please provide the Caterer's name to Shell Ridge Community Church at least (14) days prior to the event)

Shell Ridge Community Church

Policies and Procedures Acceptance

Host acknowledges and agrees that they have read the Policies and Procedures for Facility Use provided by Shell Ridge Community Church and agrees to be bound by its terms. The Policies and Procedures for Facility Use is incorporated here by this reference. In the event of a conflict between this Agreement and the Policies and Procedures for Facility Use, this Agreement shall govern.

Facility Rental Fees, Deposits and Payment Terms.

Payment of the Room Use Fee and Security Deposit shall be made to Shell Ridge Community Church by check or cash, and shall be paid in full upon booking the event.

All reservations are considered tentative until a Room Use Fee, Security Deposit and a signed copy of this Agreement have been received and accepted by Shell Ridge Community Church. **ALL DATES BEING HELD WITHOUT ROOM USE FEE AND SECURITY DEPOSIT ARE SUBJECT TO CANCELLATION OR POLICY CHANGES.**

Refund Policy: The Room Use Fee and Security Deposit are due at the time of booking, and are 100% refundable in the event of cancellation. The Security Deposit shall be lost to the extent of damage, injury and/or cleaning costs resulting to Shell Ridge Community Church; if no such loss or damage occurs, the deposit shall be refunded after inspection following the event.

Summary of Fees

	<u>Amount of Fee</u>
Room Use Fee (due with return of Agreement)	\$ _____
Security Deposit (due with return of Agreement)	\$100.00 _____
Other Fees – please describe (attendant fees)	_____
TOTAL (enclosed)	\$ _____

For SRCC Use and Record:

Check #: _____

Date: _____

Amount \$: _____

SO AGREED:

HOST:

SHELL RIDGE COMMUNITY CHURCH:

(signature)

(signature)

Date: _____

Date: _____