



Rental Agreement

This agreement provides uniform guidelines for rental of the Calvary Baptist Church's physical space by the members and outside groups. This agreement specifies rental requirements, including costs, cleanup and deposits for the premises located at 3911 Garrison Boulevard, Baltimore, Maryland 21215.

This agreement is entered on (Date) _____ between Calvary Baptist Church, (hereafter referred to as CBC) and _____ (hereafter referred to as Renter) mailing address is _____

Phone numbers are (H) _____ (C) _____ and email address, _____

EVENT DATE: _____ **EXPECTED ATTENDANCE:** _____

EVENT DESCRIPTION: _____

EVENT DEPOSIT:

A deposit of **\$100.00** is required at the time of application or the date will not be considered confirmed. The Rental Agreement and deposit must be made by a check or a money order payable to The Calvary Baptist Church (CBC). The deposit is refundable to any group, person or organization, in part or in full, once the facility is inspected and found to be undamaged after use. The renter will be notified in writing if all or part of the deposit is retained to cover cleanup/repair, etc., and if any additional liable cost is applicable. Deposits will be refunded no later than 10 business days following the event. If damages have occurred, return of remaining deposit may be delayed up to 30 days while repairs are made.



MEMBER RENTAL RATES:

- I. Sanctuary/Wedding or Funeral – NO FEE
- II. Additional Wedding Expenses - \$600.00 to include:
(Coordinators, Sound Technician, Sexton, Pastoral Fees)
- III. Fellowship Hall Events - \$275.00 to include: (Sexton/Kitchen Access)
- IV. Fellowship Hall/Repass – NO FEE
- V. Classrooms – NO FEE if Ministry related; 5 hours personal use at \$125.00 per room

NON-MEMBER RENTAL RATES:

- i. Sanctuary/Wedding or Funeral – \$375.00
- ii. Additional Wedding Expenses - \$600.00 to include:
(Coordinators, Sound Technician, Sexton, Pastoral Fees)
- iii. Fellowship Hall Events - \$500.00 to include: (Sexton/Kitchen Access)
- iv. Fellowship Hall/Repass – \$350.00 to include: (Sexton/Kitchen Access)
- v. Classroom – 5 hours personal use at \$200.00 per room

If using licensed caterer, a copy of license and insurance coverage must be submitted no later than 30 days before the event or event will be cancelled and payment forfeited.

Security available upon request at a fee of \$100.00

RENTAL CONDITIONS:

1. Renter may enter CBC for set-up as early as one (1) hour prior to the event upon approval. Renter **MUST** remove all of its goods, decorations, materials, and clean within the 5 hour increment provided. The Renter will be charged **\$25.00** per half hour beyond this one (1) hour period and this amount will be deducted from the security deposit.
2. If Renter decorates for the event, all such decorations **MUST** be fireproof and all decorative materials must be freestanding; that is such decorative materials cannot be affixed to the walls, ceilings or doors of the CBC. Hazardous materials are not permitted within CBC.
3. No smoking allowed in the building. As a courtesy, please be sure not to pluck cigarette butts on CBC's property. If illegal activity occurs on the church property, including but not limited to fireworks, alcohol, drugs, weapons or any other prohibited acts and we are notified by the Baltimore City Police Department, violation will result in loss of security deposit and immediate eviction.
4. Rentals do not include use of telephone, copy machine, flip charts, office supplies, Sanctuary, or any other items on site unless specifically included, in writing, in the rental agreement.
5. Facilities are rented in five-hour increments. Rental time includes setup and cleanup. The church building will not be available before 8:00AM and ends at 8:00PM, unless otherwise approved.

6. Exits MUST not be blocked at all times.
7. CBC is not responsible for lost items, personal injury to or illness of Renter or Renter's guest at the event or for illness caused by personal food brought or served at the event.
8. If inclement weather occurs on the date/time of the scheduled event, CBC will remain open as specified in this agreement unless a local or state entity declares a state of emergency prohibiting local, non-essential travel.
9. Please do not park in reserved parking spaces, which are noted on signs on parking lot. The alleyway behind the church building must be kept free from vehicles, equipment and people attending the event.

Right of Refusal:

CBC reserves the right to decline rental to any groups or persons whose statements or actions are in conflict with our principles and beliefs.

Rental Priority:

In case of scheduling conflicts, priority is given church worship services, bible studies, or ministry activities and events.

Cancellation:

CBC reserves the right to cancel and or relocate your approved activity.

Final Payments:

Final payments are due at least 10 business days prior to scheduled event. Wedding amounts are due 30 days prior to. The renter may cancel this agreement within 72 hours of the scheduled events to avoid cost or penalties. If the event is not cancelled within 72 hours, the CBC reserves the right to keep the secured rental fee.

Total Rental Fee: \$ _____

Security Deposit rec'd \$ _____ / ____ / ____ **By:** _____

Balance Due _____ / ____ / ____ **Before** _____ / ____ / ____

Paid _____ / ____ / ____



FINAL PAYMENT IS DUE AT LEAST 10 BUSINESS DAYS PRIOR TO EVENT

LIABILITY WAIVER:

I have read the Rental Policy above and agree to the terms stated therein. I agree to be responsible for any damage done to the building while it is being used by me or my party, and to the fullest extent of the law, I agree to defend, pay in behalf of and hold harmless the Calvary Baptist Church, against any and all claims, demands suits, losses, including all cost connected therewith, for any damage which may be asserted, claimed or recovered against or from the Calvary Baptist Church, its elected and appointed officials, and employees, by reason of personal injury, including bodily injury and death; and/or property damage, including loss of use thereof, which arises out of the alleged negligence of the renting party and/or in any way connected or associated with this agreement.

Renter's Signature _____ Date _____

Executive Administrative Assistant _____ Date _____

Authorizing Trustee: _____ Date: _____

