

# **SOUTH RIDGE CHURCH**

## **FACILITY USE AGREEMENT**

South Ridge Church, a Virginia non-profit 501(c)(3) corporation, makes their facility available to groups, individuals, and organizations for meetings and events whenever possible.

### **Guidelines:**

- For purposes of this agreement, any reference to **the facility** includes any property of the church inside (furniture, equipment, signage, bathroom/kitchen supplies) and outside (signage, parking lot, landscaping).
- All requests require approval by the staff person overseeing facility use events.
- Each group, individual, or organization is required to abide by all requirements.

### **Requirements:**

- Each group, individual, or organization is agreeing to leave the facility in the same condition prior to their meeting or event.
- Each group, individual, or organization is required to complete and deliver via email or in-person this document signed.
- Each group or organization is required to show a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.
- Each group, individual, or organization agree to release, protect, defend, indemnify, and hold harmless South Ridge Church and its officers, staff, contractors, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of South Ridge Church's facility.
- In the event of damage to the church facility, each group, individual, or organization agrees to accept the amount of repair and replacement costs as estimated, or otherwise determined, by the staff or designee and pay South Ridge Church for repairs and replacement costs upon demand.
- Any children and youth meeting or event must provide adequate adult supervision for all usage.
- Each group, individual, or organization agrees not to take tables, chairs, or other items from rooms.
- The transfer or passing on by any group, individual, or organization of permission to use the facility to any other group, individual, or organization is strictly prohibited.
- The use of drugs or alcoholic beverages is strictly prohibited at the facility.

This agreement supercedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement contrary to this agreement without the express written approval of the Lead Pastor.

### **Cost:**

The cost to rent the facility is \$300.00 for an hour or \$1,000.00 for a four hour block. The cost covers access to play area, auditorium, foyer, meeting rooms, serving area, and bathrooms. The cost includes a staff representative and cleaning before and after the usage.

### **Single Space Rates:**

- Foyer is \$200.00 for a four hour block
- Auditorium is \$900 for a four hour block
- The Depot (kids' play area) is \$400 for a four hour block
- Meeting Rooms are \$25/each for an hour block

## INFORMATION

Name of Group/Organization

Address

Best Contact Phone

Email Address

Date(s) and time(s) of meeting or event

Purpose of meeting or event

Facility Usage Costs

## SIGNATURES

We have read and fully understand all guidelines, requirements, restrictions, and other provisions set forth in this agreement.

Individual or Group/Organization Representative

Signature

Date

Church Representative

Signature

Date