

Gateway Church Rental Application

Policy:

It is within the principles and objectives of Gateway Church to provide the opportunity for community organizations and individuals with compatible objectives to use on a per diem or other approved period of time, space at the Church. It is also the policy of the Gateway Church to permit usage to members of the Church for special events such as weddings, memorials, special events, and other approved activities.

Procedures:

1. Applicant must complete and sign this form and submit it to the office at least two weeks prior to the date and time requested.
2. The application will be approved by the church Business Team.
3. One-time use applications with or without a fee waiver request are subject to approval by the Business Team. Recurring rental requests are subject to approval by the Directional Team.
4. Arrangements for the services of the a Gateway pastor to perform rites of passage such as weddings, funerals, and other special events should be made with the pastor prior to completing an application.
5. Once reviewed, if no space is available, notification will take place within one week of the application being received. Applications needing approval from more than the Directional Team will be notified of a decision within two weeks of the application being received. Applications needing Directional Team approval only will be notified of a decision within one week following the regularly scheduled team meeting.
6. Rentals are on a first-come, first serve basis. Church members requesting space for approved functions will have priority over community-related requests that are submitted at the same time.

Rules and Regulations for Church Use

1. The applicant is responsible for returning the facility to the condition in which it was received. Chairs, tables, and other items must be returned to original positions or storage. Floors must be swept and areas cleaned up. All garbage and litter created by the use must be collected and placed in the dumpster at the rear of the Church.
2. For some events, special cleaning services with additional fees may be required as a condition for approval.
3. Applicants are responsible for any damages incurred and will be charged for

repairs.

Area Usage Rates & Payment Procedures

Facility Usage	Room(s)	Standard Rate (Weekday)	Standard Rate (Weekend)	Member Rate
Events	Main Auditorium	\$125 per hour	\$300 per hour	\$50 per hour
	FX Auditorium	\$75 per hour	\$225 per hour	\$40 per hour
	Kitchen	\$25 per hour	\$50 per hour	\$15 per hour
	All Classrooms (not GSM)	\$100 per hour	\$150 per hour	\$40 per hour
	Café	\$50 per hour	\$175 per hour	\$25 per hour
	Entire Building	\$250 per hour	\$600 per hour	\$100 per hour
	Security Deposit (Any Event)	20% of total fee	20% of total fee	None
	Sound Service**	\$40 per hour	\$50 per hour	\$50
	Video Service**	\$40 per hour	\$50 per hour	\$50
Monthly Space Rental (Sports leagues or activities requiring 40 hours per month minimum)	Main Auditorium	\$50 per hour	\$60 per hour	\$40 per hour
	FX Auditorium	\$40 per hour	\$50 per hour	\$30 per hour
	Kitchen	\$25 per hour	\$30 per hour	\$20 per hour
	All Classrooms (not GSM)	\$50 per hour	\$60 per hour	\$40 per hour
	Entire Building	\$150 per hour	\$200 per hour	\$100 per hour
Wedding Package	One auditorium (Gym or FX), Kitchen & Atrium for rehearsal and wedding & reception. Also includes 3 hours of A/V service & usage of tables and folding chairs.	\$1000 package price	\$1600 package price	\$300 package price

* Event rentals include an hour before and an hour after for set-up and take-down. Extra time used will be deducted from security deposit returns.

** Usage of AV equipment only available with paid service

*** \$100 usage fee for tables & folding chairs

1. There is a \$50 non-refundable reservation fee required with the initial application to save the date. This fee will be deducted from the total fees.
2. 50% of the rental fee is due at signing, the other 50% is due 2 weeks before the event.
3. For membership rates to apply, the rental agreement and rental payment must be made by a Gateway Church member.
3. There is also a security deposit of 20% of the total rental fee, to be paid no less than six (6 weeks prior to the event. The deposit will be refunded within two (2) weeks after the event has occurred UNLESS there is damage, breakage or harm to church property, including buildings, furniture, fixtures, supplies and exhibits, or excessive clean-up is required, in which case the church will refund only the unused part of the security deposit, if any. Renters/users of the facility must pay for all damages in excess of the security deposit.
4. Cancellation policy: if a reservation for our facilities is cancelled:
 - More than three (3) weeks in advance of the reserved date: 100% refund of all other fees paid other than reservation fee

Less than three (3) weeks in advance: 50% refund of any fees paid. (If Gateway Church has to close it’s facility due to weather or other calamity, a full refund will be issued).

Application

Date: _____
Applicant Name: _____
Organization Name: _____
Address: _____

Phone: _____
Cell Phone (Contact during event): _____
Space(s) Requested: _____
Date of Use: _____
Time of Use (please include time needed for set-up and break-down):
Arrival _____ Departure _____
Purpose: _____
Number of Persons Expected: _____
Audio-Visual Requests: _____
Person Responsible: _____
Addresses & Phone if different from above:

Church Member Sponsor, if applicable: _____
Phone Number: _____

I agree to pay the rental fee for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.

Signature (must be 21 years of age to sign): _____
Date: _____

CHURCH USAGE AND HOLD HARMLESS AGREEMENT

I/We, the undersigned authorized representative/s of _____
(Name of Organization) of the city of _____, state of _____
_____ shall be using the building and grounds Gateway Grace
Community Church (hereafter referred to as “the Church”) from
_____ to _____ for the purpose of
_____ (herein referred to as “the Activity.”

I/We understand and agree that neither the Church nor its trustees, representatives, employees, or agents may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guest, invited or not.

As part of the consideration for being allowed to use your facility, building, and grounds, as

well as, all appliances and fixtures in the Activity, I/We assume all risk in connection with participation in the Activity. I/We further release the Church, its trustees, employees, agents, or representatives for any damage which may occur while participating in the Activity. I/We further agree to same and hold harmless the Church, its trustees, employees, agents, or representatives from any claim by the undersigned member of the Organization, their estates, heirs, or assigns arising out of or participation in any form or fashion in the Activity. I/We also authorize the Church, its employees or agents to render or obtain such emergency medical care or treatment as may be necessary should any injury, harm, or accident occur while participating in the Activity.

I/We further state that I/We are authorized to sign this agreement: that I/We understand the terms herein are contractual and not mere recital: and that I/We signed this document of my/our own free act and volition. I/We further state and acknowledge that I/We have fully informed ourselves of the content of this affirmation and release by reading it before I/We signed it.

I/We have executed this affirmation and release on the _____ day of _____, 20_____.

Signature: _____ Date: _____

Signature: _____ Date: _____

For Office Use Only

Application Received: Date _____ Office Manager's Initials _____

Phone: _____

Authorized Approval: _____

Date: _____

Deposit Received: _____ Office Manager Initials: _____

Check Number: _____

Balance Received: _____ Office Manager Initials: _____

Check Number: _____

Application Denied: _____

Date: _____ Reason: _____

Building was returned to the condition in which it was received:

Authorized Signature: _____

Date: _____

Security Deposit Returned:

Date: _____ Check #: _____