

## PROPERTY USE REQUEST/RENTAL AGREEMENT

Coordinator (person(s) assuming responsibility) must come to the church during office hours and fill out the request/rental agreement.

Group Name: \_\_\_\_\_

Date: \_\_\_\_\_

Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Space/Equipment Needed:

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Date(s)/Time needed: \_\_\_\_\_

What purpose is the space going to be used for and how many people are expected to attend?

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Note: Facility set-up is the responsibility of the person/group holding the event.

Will food be served? Yes \_\_\_ No \_\_\_

Kitchen Facilities Needed? Yes \_\_\_ No \_\_\_

Comments/Notes:

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### Property Use Policies:

- Please treat the church property with respect.
- I have read the Property Use Policy.
- If the contact person for your group changes, please notify the church office.
- The person renting/using the facility must be present during use.
- Only use the rooms to which you are assigned during the days and times you have reserved.
- Do not make copies of the key you are given.
- Renters must pay for all damage and cleaning expenses beyond normal and customary use.
- Alcohol is not permitted on the property and the campus and buildings are tobacco/smoke-free.
- Leave the Space in the same or better condition when you leave as it was when you arrived.
  - Clean off all counters.

- Wash, dry, and put away all dishes.
- Throw away all trash, take the trash bags to the dumpster, and replace trash bag with a new one.
- Do not leave food or drinks in the refrigerator or freezer.
- Put table/chairs back the way they were when you arrived except when given a floor plan; please arrange according to plan.
- Provide your own supplies (paper products, table cloths, napkins, dish cloths, condiments, art supplies, decorations etc.)
- Reset thermostats: Heat 60; Cool 80; Fans on Auto

**Make sure lights are turned off and all doors are locked before you leave.**

Liability Release:

Renter agrees to indemnify, defend and hold Dorchester Presbyterian Church and Atlantic-Charleston Presbytery harmless from all liability, damages, costs, expenses in connections with all claims, actions or causes of action for injury, death or property damage arising from or out of the use and occupancy of the facility. Renters are responsible for providing their own insurance coverage.

The Renter states that he/she has read and understands this agreement and agrees to abide by the terms and conditions.

Rental Fees as Applicable:

- \_\_\_ Sanctuary - \$250
- \_\_\_ Fellowship Hall - \$150
- \_\_\_ Key and custodial deposit - \$50 payable in cash or check which will be refunded when the key is returned and the property condition is approved.
- Make checks payable to Dorchester Presbyterian Church

Total Received \$ \_\_\_\_\_

**Signature of Responsible person: \_\_\_\_\_ **Date:** \_\_\_\_\_**

**Signature of DPC: \_\_\_\_\_ **Date:** \_\_\_\_\_**

**Approved by Session on:** \_\_\_\_\_