

Effective January 1, 2006

## **CONTRACT FOR RENTING THE CHURCH BUILDING**

### **As approved by the Pastor and Executive Board of the**

Mount Lebanon Baptist Church  
2812 Reisterstown Road  
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The Mount Lebanon Baptist Church, Incorporated of Baltimore, Maryland (hereafter known as “CHURCH”) is pleased that you are considering this use of our church building for your affair. For the Mount Lebanon family, our building is sacred and is used for us to praise, worship, and serve our Lord and Savior, Christ Jesus. Therefore, even though we are pleased that our sanctuary could serve as a place for your affair, we reserve the right to deny the rental of our complex if your affair is not in line with the message and ministry of Jesus and/or if you object to any of our church rental conditions listed below.

Consequently, you need to review the following conditions under which the CHURCH sanctuary could be made available, and if you are in agreement with these conditions, please work with the CHURCH’s Administrative Secretary to finalize this contract and reserve your date. Below is the list of conditions under which the CHURCH will make its sanctuary available and these conditions must be followed unless the pastor has given written approval to waive and/or change them.

#### **A. INITIAL CONSULTATION**

It is required that the prospective leaser meet with CHURCH personnel and/or the pastor before this contract can be signed. The purpose of this session is to ensure that the planned activity is one for which the CHURCH desires to rent its sanctuary. This initial session is not to be confused with the CHURCH’s sanctioning of the event and/or approval to use our facility. The sole purpose of this session is for the CHURCH to meet the event’s sponsor and/or promoter and for that party to explain fully the event, its details, and the manner in which the CHURCH’s facilities would be used. The CHURCH’s Administrative Secretary will schedule this meeting so that the CHURCH can advise you of whether or not we are inclined to lease the facility.

## B. USE OF CHURCH/PASTOR'S NAME

Assuming that the CHURCH and the prospective leaser come to terms and the CHURCH's facility is made available for the affair, the CHURCH understands that its name and address could be used for promotion purposes. If the CHURCH's name is used for promotion purposes, the advertisement must be pre-approved by the CHURCH. Moreover, since the affair is not a CHURCH affair, but simply being held here, under no circumstance is the "pastor's" name to appear on any verbal or printed ad. The Administrative Secretary or designated CHURCH personnel will serve as your point of contact for advertising questions and/or approval.

## C. EVENT PARKING

For all events to be held at the CHURCH, the CHURCH allows the leaser to park in either of its two parking lots. The CHURCH does not provide any security for those lots, nor is it responsible for any losses/damage that may occur from any vehicle parked on these lots. There is also street parking available around the CHURCH, but again the CHURCH does not provide any security for parked vehicles, nor is it responsible for any patron parking violations.

UNDER NO CIRCUMSTANCE is parking on the CHURCH's grass and/or sidewalk allowed. If the leaser doesn't prevent such parking, the CHURCH will either have said vehicles removed (at the operator's expense) or assess a \$ 500.00 fee per vehicle parked in such fashion.

## D. CHURCH FURNITURE

For all events to be held at the CHURCH, the CHURCH does not allow its sanctuary furniture to be moved without prior written consent from the pastor or designated CHURCH representative. The CHURCH will assess a fee of \$ 250.00 for any furniture that is moved without written consent. Moreover, if any CHURCH furniture is damaged as a result of this event, the leaser will be assessed a \$ 500.00 fee to be used to repair or replace damaged item.

## E. USE OF MUSICAL INSTRUMENTS

For all events to be held at the CHURCH, the CHURCH does not allow the use of its Roger's organ, drums, or any other instrument without prior written approval from the pastor or designated CHURCH personnel. The CHURCH does allow the use of its Hammond organ. The CHURCH will assess a fee of \$ 250.00 for any instrument used without written consent.

## F. MICROPHONES

For all events to be held at the CHURCH, the CHURCH does not provide its media (i.e., audio and video) services unless these have been requested in writing by the leaser and approved in writing by the CHURCH. If these services are needed, the CHURCH would assess a five hundred (\$ 500.00) fee for those services. Moreover, the CHURCH is not responsible for any sound and/or video defects that would exceed the \$ 500.00 fee for said services.

## G. SPACE LEASED

This contract entitles the leaser to the CHURCH's main sanctuary and multi-purpose room. It **does not entitle the leaser and/or any of his/her party** to any other space in this CHURCH without prior written approval from the pastor and/or CHURCH representative. Moreover, the CHURCH will assess a fee of \$ 250.00 for any other room used by the leaser and/or leaser's event without written consent.

## H. DECORATIONS

Decorations are allowed, but must be approved no later than one week prior to the event by the CHURCH's personnel. You may only secure ribbons to the pews using masking tape. All other means of securing ribbons (e.g., other tapes, adhesives, tacks, etc.) will damage the CHURCH's furnishings, and are therefore not allowed. Decorations are not allowed on the sanctuary walls. Please feel free to raise any questions with the CHURCH's personnel early on so that you will know what's allowed and what isn't.

## I. Hold Harmless/Liability Release Clause

In consideration of the CHURCH allowing its building to be used by the leaser, the leaser hereby releases, forever discharges, and agrees to hold harmless the CHURCH, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred by the leaser that occurs while said leaser is using the CHURCH's facility. The leaser further hereby agrees to hold harmless and indemnify said CHURCH, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned CHURCH parties, including expenses incurred attendant thereto.

## J. INVITATION

Everyone needs a Savior. There will be an end of time and a final judgment. Everyone needs spiritual nurture in order to have a fulfilling life in this world and in the confused times in which we live. If you are not an active member of a local congregation, I urge you to join the Mt. Lebanon Church family. If you have other concerns, we are here to help. Call our secretary and schedule an appointment.

K. FEES

A schedule of fees is enclosed. All final fees must be paid no later than thirty (30) days prior to event date. Failure to pay in full as advised will result in cancellation of your event and the forfeit of your deposit. Only your initial deposit can be paid via a personal check. The final payment must be in the form of a money order or bank check.

Cost for CHURCH rental is as follows:

Concert or like revenue generating event	\$ 3,100 (including \$ 500.00 deposit)
Public Service event	\$ 750 (including \$ 150.00 deposit)

The CHURCH, after the initial consultation will make the determination of the type of event and as a result, which fee structure applies. All of the above fees are to be paid to the CHURCH. The deposit **must** accompany the signed contract. If all of the aforementioned guidelines are met, the deposit will be refunded by mailed check within fifteen (15) days after the event. If there are contract violations, the fees for such will be taken from the deposit and the balance refunded. If the fee balance exceeds the deposit, then an invoice will be mailed for the incurred fees.

I have read and understand the aforementioned CHURCH guidelines and policies. My signature constitutes my agreement to abide by them.

Name \_\_\_\_\_

Title or Role: \_\_\_\_\_

Address \_\_\_\_\_

City, State and Zip Code \_\_\_\_\_

Tel # \_\_\_\_\_ E-mail \_\_\_\_\_

Date of Event \_\_\_\_\_

START TIME: \_\_\_\_\_ END TIME: \_\_\_\_\_

Date of Signing \_\_\_\_\_

CHURCH Representative \_\_\_\_\_