

**Corrigan First Baptist Church**  
**103 N. Collins**  
**Corrigan, Texas 75939**  
**936-398-4177**  
**Church Facility Rental Agreement**

**Securing the Facility**

1. Contact the Church Office to insure availability of the Church Facility.
2. State the type of event being held as well as the time, date, and length of time needed for the rental.  
*Non-Members may rent the Church Facilities for Showers, Weddings and Funerals only.*
3. An understanding of the Rental Contract and Regulations for use must be acknowledged and the Rental Agreement must be completed and received by the Church Secretary.

**Rental Fees**

**For Non-Members:**

Rental for 4 hours will be \$200.00 per event (shower, wedding or funeral). Each hour rented/ used after the 4 hours adds \$50.00 per hour to the total fees. No cash or checks accepted. Pay must be in the form of money order or cashier's check only and must be made at the time the rental agreement is signed. Non-members will pay a cleaning fee of either \$200.00 (Sanctuary) or \$250.00 (Family Life Center).

Corrigan First Baptist Church will secure an approved sound technician from the list of approved sound technicians (see Appendix A of this contract). The Renter will be assessed fees according to the technician's stated rate.

**For Active Members and Non-Profit Organizations (NPO):**

**Active** Members/ NPOs requesting use of the Church Facility will be deemed the "Renter" and expected to attend the event and assume responsibility for the condition and accountability for all church property. **Active** Members are NOT allowed to acquire use of the Church Facility for non-members to avoid them being charged a rental fee.

**Active** Members/NPOs will pay a cleaning fee of either \$200.00 (Sanctuary) or \$250.00 (Family Life Center) OR **Active** Members/NPOs can choose to clean the facility used according to the church cleaning guidelines (see Appendix B of this contract).

Corrigan First Baptist Church will secure an approved sound technician from the list of approved sound technicians (see Appendix A of this contract). The Renter will be assessed fees according to the technician's stated rate.

**Policies For Use of Church Facilities**

Because this is a Christian owned and operated Church Facility, certain restrictions and regulations are enforced. Please read the following regulations on page 2 carefully. They apply to church members and non-church members, church groups, and non-church groups alike.

## Regulations for Rental and Use of Church Facilities

1. Anyone wishing to use or rent the Church Facilities must contact the Church Secretary to check for availability. A calendar is kept and all events and activities occurring in the Church Facilities will be recorded on the calendar. If the Church already has plans at that time or needs the building before-hand for decorating and preparing for a Church event, the building will not be considered available.
2. To view the Church Facilities when considering rental, the Renter will be given a tour of the premises as well as a list of the policies and the rental contract. The tour will be conducted by the designated Church Representative. Arrangements to gain access to the Church Facilities prior to and for events must be made ahead of time with the designated Church Representative.
3. The rental contract must be signed and dated by the Renter and by a designated Church Representative prior to the use of the Church Facilities. A copy of the contract for each rental will be kept on file in the Church office.
4. Church sponsored events held in the Church Facilities as well as Church groups and organizations using the Church Facilities are responsible for the set-up and breakdown and general upkeep of all areas used including all property.
5. All temporary decorations and waste material are to be removed and discarded following the events. No permanent changes (painting, nailing, etc.) are allowed and the permanent wall decorations, table decorations, etc., are to be restored to their original locations.
6. Tables and chairs are to be put back in their pre-event location at the end of the event. **NO TABLES, CHAIRS, OR OTHER PROPERTY OF THE CHURCH SHALL BE REMOVED FROM THE PREMISES. TABLECLOTHS AND DECORATIONS STORED IN THE AREA WITH THE TABLES AND CHAIRS ARE FOR CHURCH USE ONLY.**
7. Anyone wishing to use the large kitchen equipment or appliances (stove, ovens, coffee maker, etc.) must receive prior permission and instructions on the proper usage per contract.
8. Renters shall not use the Church's paper products (cups, plates, napkins, etc.), aluminum foil, food, or drink items. Renters must provide their own products for personal uses.
9. All non-disposable dishes, silverware, pots, pans and utensils belonging to the church must be washed and put away.
10. Any individual or group renting or using the Church Facilities will be held responsible for ANY and ALL damages beyond normal wear and tear.
11. The Church Facilities shall not be used for any product parties (Avon, Tupperware, Home Interior, etc.) or any other function for one's personal profit or gain.
12. No political rallies or meetings for partisan politics will be held in the Church Facilities.
13. Non-evangelical religions are not permitted to conduct religious services in the Church Facilities.  
**All Non-Members must be of like faith and order. Church facilities must not be used for any religious purpose that does not align with the Constitution and Bylaws of Corrigan First Baptist Church.**
14. No smoking or tobacco is allowed INSIDE the Church Facilities, including the restrooms.
15. **ABSOLUTELY NO** alcoholic beverages or illegal drugs shall be allowed anywhere on the premises.
16. Dancing is not permitted.
17. Vulgar or suggestive music or videos must not be played.
18. Gambling is not permitted. Gambling is defined as the staking or risking by a person of something of value upon the outcome of a contest of others, a sporting event, or a game subject to chance; upon an agreement or understanding that the person or another person will receive something of value in the event of a certain outcome.
19. People attending events held in the Church Facilities must conduct themselves in an appropriate and civil manner including modest dress.

This rental agreement is between Corrigan First Baptist Church and \_\_\_\_\_

The Church Building/Facility to be used: \_\_\_\_\_

Event Planned: \_\_\_\_\_

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

Time of Event: \_\_\_\_\_ Number of Rental Hours Needed: \_\_\_\_\_

Non-Member Reservation: \$ \_\_\_\_\_

Non-Member Extra Hours Fee (\$50.00 per hour): \$ \_\_\_\_\_

Cleaning Fee: \$ \_\_\_\_\_

Sanctuary \$200.00

Family Life Center \$250.00

Sound Technician Fee: \$ \_\_\_\_\_

Total Due \$

This contract covers only the use of the Church Facilities rented as indicated and conveys no rights or privileges to the Renter or any of the Renter's guests to use any other portion of the premises, and the same shall be off limits to such persons unless the Renter makes prior arrangements with the designated Church Representative.

Corrigan First Baptist Church is not liable for any arrangements or contracts made with outside sources. Any contract arranged with outside sources does not nullify or supersede in any way the contract with Corrigan First Baptist Church. The Renter is responsible for alerting Corrigan First Baptist Church about any arrangements with outside sources.

The Church Facilities are rented as indicated and is leased in an "as is" condition. Corrigan First Baptist Church shall not be responsible to the Renter or the Renter's guests for injuries to person(s) or property, or the theft of property brought on the premises.

Corrigan First Baptist Church shall not be responsible for the act of any Renter, the Renter's guests, agents, or employees. The Renter does agree to hold Corrigan First Baptist Church harmless and to indemnify and defend Corrigan First Baptist Church from any and all claims, actions, suits, or demands of any and whatever nature may arise (including attorney's fees and court cost), directly and indirectly, from the Renter's use of the premises. The Renter further agrees that Corrigan First Baptist Church shall not be liable for any claim, counter-claim, subrogation, interest, or any other demand which may arise, directly or indirectly, for the Renter's use thereof.

Signature of Renter: \_\_\_\_\_ Date: \_\_\_\_\_

Signature of Church Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## Appendix A

# **Corrigan First Baptist Church Approved Sound Technicians**

Appendix B  
For  
**Corrigan First Baptist Church**  
**Active Members**  
or  
**Non-Profit Organizations Only**  
**Cleaning Guidelines**

Corrigan First Baptist Church  
Checklist for Cleaning Facilities

1. Put all tables and chairs back the way you found them (using chair dollies and table carts so as not to scratch the floor).
2. Wipe off all tables and chairs that were used (Check all areas in case your guest used them).
3. Sweep/vacuum the floor (Dining area, kitchen and bathrooms).
4. Mop the floor (Dining area, kitchen and bathrooms).
5. Wash the front doors, inside and outside.
6. Take the garbage to the dumpster behind the sanctuary, including from the bathroom wastebaskets.
7. Clean off countertops, stove, and any other surfaces or appliances in the kitchen that was used.
8. You must wash any and all dishes and return them to the proper place.
9. Hand towels are to be taken home, washed, and returned to the kitchen.
10. Check toilet paper in bathrooms and refill if needed.
11. Wipe off sinks and toilet seats in the bathrooms and spray with disinfectant.
12. Clean mirrors in the bathrooms with glass cleaner.