

# Cornerstone Rental Contract for Non-Wedding Events

## Franklin Presbyterian Church

201 N. College Street Franklin, KY 42134

Contact Debbie Wyatt, Event Coordinator, for more information - 270 586-3410

<b>Lessee Name:</b>	<b>Lessee Telephone:</b>
<b>Lessee E-mail:</b>	<b>Lessee Address:</b>
<b>Church Membership:</b>	<b>Church Membership:</b>
<b>Event Date:</b> <b>Purpose of Event:</b>	<b>Time for Event (include beginning and ending with set up and clean up:</b>
<b>Is this rental for a non-profit organization?</b> _____ If so, name of Organization: _____	<b>Are you a member of Franklin Presbyterian Church?</b> _____Yes _____No
<b>Rental Category (to be completed by Event Coordinator)</b>	<b>Notes:</b>

I have read the guidelines for the use of Franklin Presbyterian Church facilities and assure the Church that we will faithfully adhere to these rules and regulations. I agree to be responsible for this event and will see that everything is left clean and in its place. I also agree to be financially responsible for any cleaning or damages that exceed our base cost. I will not hold Franklin Presbyterian Church, and FPC volunteers or paid staff responsible for any personal injury, theft or property damage that may occur during this event.

I understand that my deposit must be paid to the Church Administrator or Event Coordinator to secure your event date. The remaining costs are to be paid to the church secretary one month prior to the event. Non-refundable deposit fees are forfeited in the event of cancellation.

Lessee Signature \_\_\_\_\_ Date \_\_\_\_\_

Event Coordinator \_\_\_\_\_ Date \_\_\_\_\_

Initial Deposit of \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

Final Deposit of \_\_\_\_\_ received on \_\_\_\_\_ by \_\_\_\_\_

Deposit Refund of \_\_\_\_\_ to be paid after the event if all guidelines and cleaning procedures have been followed.

## Cornerstone Guidelines

The facilities of the Franklin Presbyterian Church are primarily for use by our congregation to accomplish the Mission of the Church. However, in the interest of stewardship, organizations in the community who sponsor appropriate activities are encouraged to present a request for rental. This includes weddings from non-members

The Session of the Franklin Presbyterian Church has adopted the following policies and procedures for rental facilities.

1. Users are expected to leave the facility in the same condition as it was before their use. Lessees will be given Clean Up Guidelines that they are expected to follow. Failure to do so will result in forfeiting your deposit.
2. No items may be stuck or taped to the walls. Post-its or blue painter's tape may be used on windows and doors.
3. The lessee, upon their signature to the request, agrees to reimburse the church for any damage, loss, or special cleaning needed after the use of their facility.
4. The Cornerstone (fellowship hall) has 16 round tables and chairs to seat 128 and is included in the rental fee. Also available are six 8 foot and four 6 foot tables for additional seating. Dishes and tablecloths are available for a nominal fee. Additional tables and chairs may be brought in by the lessee if needed. Set up is the responsibility of Lessee.
5. While it is permissible to serve alcohol, the Alcoholic Beverage guidelines must be strictly followed. Non members must pay for a Security Guard for any event where alcohol is being served. Only session has the right to waive this policy. Lessee will be given a list of approved Security Guards from which to choose. It is their responsibility to hire and pay for them.
6. No event will be confirmed until the deposit has been received. 75% of the deposit for a wedding will be refunded if all clean up procedures are followed.
7. Rental Fees include 2 hours of use and an additional \$25 per hour for more hours.
8. Rental Fees are as follows:
  - a. User fees for Members is \$50
  - b. User fees for Non-members is \$100
  - c. Deposit of \$50 for up to 4 hours and \$100 if over 4 hours is required to secure the date. 50% is refunded if there has been no damage and the cleaning guidelines have been followed.
9. The following items are available for rent:
  - a. Rectangle and 70" or 120" round tablecloths (\$8 each, \$5 for members)
  - b. Gold Chargers (\$20 per 100)
  - c. Sound System in Cornerstone (\$50 refundable deposit)
  - d. Place settings (dinner and dessert plate, bowl, silverware, glasses - \$2 per place setting, no charge for members)

FEES	Amount	Paid
Initial Deposit – due before date can be confirmed.	\$50 for members and non-profits; \$100 for other non-wedding events	
Amount of Deposit to be Refunded if all Guidelines Followed	50% refunded	
Cornerstone Rental Fee	Members - \$50 for 4 hours Non-profits - \$100 for 4 hours Others - \$100 for 2 hours Additional \$25 per hour for extra hours.	
<b>Tablecloth Rental Fee -</b> ____ 70" round ____ 120"round ____ rectangle	\$8 each  (\$5 for members)	
<b>Chargers Rental Fee</b>	\$20 per 100	
Place Setting Rental (\$2 each)	Includes dinner and dessert plate, bowl, mug, glass, silverware. No charge for members.	
Sound System Deposit Fee	\$50 – refunded if left in good order.	
Total fees : Balance due 2 weeks prior to event.	Fee based on what is rented.	

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## Cleanup Guidelines

**The Lessee, is expected to follow these guidelines. Additional cleaning fees may be assessed if not followed.**

\_\_\_\_\_ Parking lot, parking areas, grounds next to building must be cleared of trash from your event.

\_\_\_\_\_ All floors, including bathrooms, are cleaned. All spills mopped.

\_\_\_\_\_ Tables and chairs are left clean. If tablecloths were rented from us, they must be left on the tables.

\_\_\_\_\_ All trash is in trash bags. Extra bags are under sink by microwave. These should be taken out to the trash containers with yellow lids between the two buildings.

\_\_\_\_\_ Kitchen cleaned, floor swept and mopped. The other areas must be picked up and any spills are to be mopped.

\_\_\_\_\_ All items brought in for the wedding have been removed.

Lock up time will be at \_\_\_\_\_. Call Event Coordinator (Debbie Wyatt - 270 586-3410 or 270 223-8192) (Anna Smith 270 776-5001) if you finish earlier or need more time.

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Comments:

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## Cornerstone Sound Equipment Rental

Sound and Audio-visual equipment are available when renting the Cornerstone for an event but the event Coordinator must approve use prior to the event along with a \$50.00 deposit. Prior to use of the equipment, the Event Coordinator will check all equipment being used to make sure everything is in proper working order. The same process will be conducted during the final walkthrough. Those renting equipment will be liable for any damages to equipment that may occur during the scheduled event.

Please select the items being rented for the event, below:

\_\_\_\_\_ Wireless handheld microphone

\_\_\_\_\_ Wireless microphone

\_\_\_\_\_ Projection Screen

\_\_\_\_\_ Projector

\_\_\_\_\_ Sound system

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay for all damages to the rented equipment that occur during the event.

\_\_\_\_\_  
Signature of Renter

\_\_\_\_\_  
Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Franklin Presbyterian Church so as to permit the Applicant the right to the use of selected Audio Visual Equipment in the Cornerstone during the rental on \_\_\_\_\_  
**(date)**

\_\_\_\_\_  
Signature of Event Coordinator

\_\_\_\_\_  
Date

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## ALCOHOLIC BEVERAGE GUIDELINES

The following guidelines must be followed if alcoholic beverages are to be served at any event:

- Wine, champagne, cocktails, and beer can be served in the facility and it must be provided by the lessee or hired caterer. NO GUESTS may bring their own alcohol.
- No alcoholic beverages may be sold in the Facility except by a caterer that has a liquor license.
- All alcoholic beverages must be consumed **inside** the facility.
- Alcoholic beverage service is restricted to no longer than five hours for each event and food must be available during this time.
- No alcoholic beverage can be served to a minor or to any person apparently under the influence of alcohol.
- Non-members must hire a Security Guard if alcohol is being served. It is recommended for members, but not required. A list of approved security guards will be given to lessee from which to hire. A form signed by Security Guard must be turned in along with final payment. (Form provided by FPC)

Lessee shall comply with the requirements of KRS 244.080. Franklin Presbyterian Church reserves the right to cancel the lease immediately upon breach of these terms.