



Shiloh Baptist Church – Rental Agreement for Church Facilities

740 W. Locust Street, York, PA

“A Church Determined to Know Christ in Excellence!”

Dr. Larry T. Walthour, Senior Pastor-Teacher

DETAILS REGARDING THE EVENT:

Contact Name: _____ Group Representing: _____

Address: _____

Home Phone: _____ Work Phone: _____ Email: _____

Description of Event: _____

Date(s) of Event: _____ from _____ until _____
_____ from _____ until _____

Number of people attending _____ Age Group _____

RENTAL FEES (½ Deposit due at signing; Balance due 3 days before event):

() Sanctuary \$300. Price includes A/V (operated by Shiloh A/V Ministry Team only)
(4 hours - \$25 each additional hour).

() Fellowship Hall \$375. Price includes use of Kitchen. **(4 hours - \$50 each
additional hour).**

() Classroom(s) \$50 (3 hours per use)

() Complete Package* \$600 (6 hour max)

*Packages include: Sanctuary, Fellowship Hall, Kitchen, A/V service, use of tables and chairs, wedding rehearsal, wedding/home-going celebration reception (6 hours max and \$35 per additional hour). **Please note this does not include the Pastor or musicians fees if required.**

***Package Security Deposit of \$200 required at time of signing; balance due at least 1 week before event (deposit refunded upon satisfactory completion of contract)**

FACILITY USE AGREEMENT:

- Shiloh Baptist Church reserves the right to refuse rental use of buildings to organizations and persons who are not in sympathy with Shiloh's principles and values.
- All decorations, staging, and equipment must be broken down, removed, and the facility cleaned immediately following the event.
- Companies renting facilities must obtain General Liability Insurance of at least \$1,000,000 which Shiloh Baptist Church is listed as "additional insured" party. You must provide the church office with a Certificate of Insurance prior to the event. Doors will not be open if the office does not receive the certification.

TERMS AND CONDITIONS:

- **NO ALCHOLIC BEVERAGES** or **SMOKING** on church property at any time.
- **NO FOOD OR BEVERAGES** in the sanctuary. Any damage or replacement costs due to food or beverage will be the responsibility of the renter.

RENTERS: Please be mindful of food in the sanctuary by informing those attending your event that no food or drink allowed.

- The kitchen is to be left clean – all garbage and recyclables are to be removed from the building immediately after any function.
- The renter is responsible for set-up and break-down for all tables and chairs used at functions. Unless prior arrangements have been made, all furniture shall be placed back in its original position.
- Any personal or group property left on the church premises shall be at your own risk and only with prior permission from Shiloh's Facilities Use Committee.
- ALL areas of the facility should be left as it was found. Sanctuary, fellowship hall, kitchen, bathrooms, classrooms etc. At the conclusion of the event, the rental party must sign a completed clean-up check list. The deposit will be refunded after inspection of the facility.

DAMAGE ASSESSMENT:

Damage to the church property caused by the renter, any contractor, or any employee of the renter, or any person attending the event for which the church was rented, will be charged to the renter. We have read and agree to abide by the terms and conditions of this agreement including any supplementary agreement(s) attached hereto: to keep and maintain Shiloh's property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person(s) to enter, use, or remove Shiloh's property or to remove any property brought into Shiloh when the rental period is over. Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises, and/or cancellation of this contract.

Approved by Shiloh Baptist Church:

Applicant: _____ Date: _____

Pastor: _____ Date: _____

Supplementary Agreement:

Contact Person: _____ Phone: _____ Total Due: _____

1st Payment: _____ received on: _____ check no: _____

Please make checks for all rental fees payable and/or sent to:

Shiloh Baptist Church
740 W. Locust Street
York, PA 17401

The balance of all fees is due no later than 4 weeks prior to your event.

Balance Due on: _____ (Certificate of Insurance due at this time)

Received: _____ Check Number: _____

Shiloh Baptist Church Representative Signature: _____

Renter: _____

Notes: _____

Inspection (after event): _____

Initial(s): _____