



SHILOH BAPTIST CHURCH

703 CENTRAL AVENUE CHESTER, PA 19013
(610) 872-8147

Shiloh Baptist Church Facilities Rental Agreement

As approved by Board of Directors

Shiloh Baptist Church
703 Central Avenue, Chester, PA 19013
(610) 872-8147- telephone number
(610) 499-5825- fax number
trustee@shilohchester.net e-mail
www.shilohchester.net website

The Shiloh Baptist Church of Chester, Pennsylvania, (hereafter known as “SBC”) is pleased that you are considering the use of our church building for your function. For the Shiloh Baptist Church family, our building is sacred and is used for us to praise, worship, and serve our Lord and Savior, Jesus Christ. Therefore, even though we are pleased that our Facility could serve as a place for your function, we reserve the right to deny the rental of our complex if your function 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 SBC Facility could be made available, and if you are in agreement with these conditions, please work with SBC’s Church Clerk to finalize this contract and reserve your date. Below is the list of conditions under which SBC will make its Facility available and these conditions must be followed unless the pastor or the Board of Directors has given written approval to waive and/or change them.

A. INITIAL CONSULTATION

It is required that the prospective lessee meets with SBC 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 SBC desires to rent its Facility. This initial session is not to be confused with SBC’s sanctioning of the event and/or approval to use our facility. The sole purpose of this session is for SBC 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 SBC’s facilities would be used. SBC’s Church Clerk will schedule this meeting so that SBC can advise you of whether or not we are inclined to lease the facility.

B. FEES

_____ Initial,

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 via cash, money order or certified check.

Cost for SBC rental is as follows:

Celebration or like revenue-generating event (this church does not sanction ticketed events):

Public Service event: \$350.00

SBC, after the initial consultation will make the determination of the type of event and as a result, inform you of the total amount due. All of the above fees are to be paid to SBC and **must** accompany the signed contract. If there are contract violations, the fees for such will be taken from funds remitted and the balance refunded. If the fee balance exceeds the amount remitted, then an invoice will be mailed for the incurred fees.

C. USE OF CHURCH/PASTOR’S NAME

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

D. EVENT PARKING

For all events to be held at SBC, SBC allows the lessee to park in its parking areas (to include street parking around the church). SBC does not provide any security, nor is it responsible for any losses/damage that may occur from any vehicle parked on its premises.

UNDER NO CIRCUMSTANCE is parking in undesignated areas allowed. If the lessee doesn’t prevent such parking, SBC will either have said vehicles removed (at the operator’s expense) or assess a \$125.00 fee per vehicle parked in such fashion.

E. CHURCH FURNITURE

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

_____ Initial,

F. USE OF MUSICAL INSTRUMENTS

For all events to be held at SBC, SBC does not allow the use of its keyboard, drums, or any other instrument without prior written approval from the pastor, the SBC Board of Directors or designated SBC personnel. SBC does allow the use of its organ and piano. SBC will assess a fee of \$250.00 for any instrument used without written consent.

G. MEDIA SERVICES

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

H. SPACE LEASED

This contract entitles the lessee to SBC’s main Facility, and the Fellowship Hall. It **does not entitle the lessee and/or any of his/her party** to any other space in SBC without prior written approval from the pastor and/or SBC representative. Moreover, SBC will assess a fee of \$250.00 for any other room used by the lessee and/or lessee’s event without written consent.

I. DECORATIONS

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

J. Hold Harmless/Liability Release Clause

In consideration of SBC allowing its building to be used by the lessee, the lessee hereby releases, forever discharges, and agrees to hold harmless SBC, 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 lessee that occurs while said lessee is using SBC’s facility. The lessee further hereby agrees to hold harmless and indemnify SBC, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned SBC parties, including expenses incurred attendant thereto.

K. Insurance Rider Clause

An Insurance Rider may be required and should be provided upon request or included as a requirement before your event or activity is to take held. The policy limits will be specified as directed to SBC by our insurance carrier. You will be notified of the required policy limits for your insurance rider requirements

_____ Initial

K. 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 confusing times in which we live. If you are not an active member of a local congregation, I urge you to join the Shiloh Baptist Church of Chester, PA family. If you have other concerns, we are here to help. Call our Church Clerk and schedule an appointment.

I have read and understand the aforementioned SBC 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 _____

SBC Representative _____

Signature Date
(Chairman of the Trustee Board)

Signature Date
(Chairman of the Deacon Board)