

FULL GOSPEL HOLINESS CHURCH

CHURCH LEASE AGREEMENT

This Church Lease Agreement (“this Agreement”), dated for reference purposes only as of _____, 20__ is made by the parties identified below as Landlord and Tenant, upon the following terms and conditions:

Parties.

Landlord: Full Gospel Holiness Church, referred to in this Agreement as (“Landlord”)

Tenant: _____, referred to in this Agreement as (“Tenant”)

Lease of Premises. For and in consideration of the covenants and obligations contained in this Agreement and other good and valuable consideration, the receipt and sufficiency of which is acknowledged, Landlord leases to Tenant the following described property (“the Premises”):

The Full Gospel Holiness Church facility, including the building and grounds, and onsite parking,

Term. This lease is for use by the Tenant on _____ during the hours of _____.

Cost. The cost of the rental is: _____

Conditions of Use:

All users must adhere to the following policies and procedures:

Times Available for Use of Facilities:

Facility rental periods include up to 2 – 4 hours of regular usage, and up to 2 hours of setup and clean-up time prior to 10:00 pm, no exceptions. All events must be concluded by 10:00 pm unless special arrangements have been made. *Wedding rentals will receive an additional 2 hours for one rehearsal prior to the event. There is a \$25 charge for each additional 15-minute period of usage beyond the scheduled time.*

Reservation/Damage Deposit

1. This contract must be completed and returned with a separate damage deposit in the amount of \$250.00 before the desired dates are confirmed. Give an estimated number of people you expect to attend; more up-to-date numbers may be submitted a week before the contracted dates. Should the final "in attendance" guest count be larger than estimated, we will do all we can to accommodate them. The damage deposit is refundable on a conditional basis.

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Full payment of the rental fee is required no later than thirty (30) days prior to the event for all weddings, conferences, and revivals. If the event is held within 30 days of booking the entire amount is due at the time the reservation is made.

2. If for some emergency FGHC cancels the reservation up to and includes the day of the event, the fee is refundable in full. Because of the heavy demand for usage of FGHC facilities, if a scheduled user cancels, for any reason, within 10 days of the event, the \$250 deposit will be forfeited. The ability to reschedule an event is based on availability of the facilities.
3. At the conclusion, any damage, cleaning up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to FGHC (Refer to Facility Rental Check Out Form). Refunds (if applicable) will be issued within ten (10) working days following the event. Any charges beyond the deposit are the responsibility of the reserving party and will be billed within ten (10) working days after the event.

Event Supervision

It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual will oversee and be responsible for the actions of all participants while on the premises, before, during, and after the usage.

Applicable Laws and Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The scheduled user agrees to comply with all laws, ordinances, and rules of FGHC, the City of Wilmer, the State of Texas, and the United States. This includes:

- **Drugs and Alcoholic Beverages Prohibition:** No alcoholic beverages are allowed on the premises. The usage, sale or possession of alcohol on church premises, controlled substances, or any drug not medically authorized is strictly prohibited. Possession of alcohol or controlled substances will result in immediate termination of the event and loss of deposit and all fees.
- **No smoking is allowed inside or within 30 feet of the outer entryways to the FGHC building.**
- **Possession of Weapons and Explosives Prohibition:** Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on the grounds.

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- **Alteration and Decorations:** The user shall not drive nails, hooks, tacks, or screws into any part of the premises. Generally, all decoration must be freestanding. In no case will the facility be defaced, marred or permanently altered. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved.
- **Tampering with fire systems or firefighting equipment** is not allowed. This includes blocking exit doors and tampering with any alarm system.
- **Parking in Handicapped space or Fire Lanes Prohibition:** Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must always remain clear and free of all vehicles except emergency vehicles.
- **Gambling or Solicitation Prohibition:** Gambling or solicitation in any form is not permitted.
- **Restriction on use of Fire or Flame:** No acts or performances will be staged in which fires or flames are involved. Open flame is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.
- **Noise Limitations:** All users should keep the noise associated with their event at a level that is respectful of our church and neighbors.

Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/cleaning fee.

Liability for Loss/Damage

The cost to replace or repair FGHC property resulting from loss or damage that is caused by the user, or their guests will be charged to the user.

1. FGHC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to items belonging to any participant attending such event.

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to park in designated parking areas. The facility user may be required to provide or pay for parking attendants if the event could significantly impact the surrounding neighborhood.

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Set-Up/Clean-Up

The user of facilities is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles. Set-up and after-event cleaning can be arranged for a nominal cost.

Deliveries

Whenever a function requires delivery of goods to the church facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Doors will open 30 minutes prior to the event unless other arrangements have been made. Vendors (DJ, bakery, florist, etc.) may arrive no earlier than two hours before the contracted start time of your event (arrangements can be made if additional time is needed). All other arrangements are subject to additional charges. Please notify your vendors of the set-up time in advance.

Forfeiture of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility. If the event is terminated in that way, no deposits/fees will be refunded.

Areas for Rental Sanctuary - The rental fee does not include any music or a minister. Weddings are booked on a first come-first served basis. Sanctuary instruments available with prior approval only for use by trained musicians include:

- Sound System, Keyboard or Drum set - Bring your own snare, cymbals, and sticks.
- Equipment, & PowerPoint Projector, all media equipment, these items may be used ONLY by prior arrangement and operated by staff of Full Gospel Holiness Church only.

If you wish to use the sound system for any purpose, you will need to use our Sound Tech to set up and run the equipment. Equipment includes: 24 channel sound system; CD recorder; Computer & PowerPoint Projector & large screen; CD and DVD players and media equipment.

Black tablecloth table covers are available for rent at a cost of \$7.00 per item for table displays.

*For table set-up for your event, please provide a diagram detailing what you need no later than one week before the event.

A Site Manager will be on the premises to attend each event at the church. The main function of the Site Manager is to provide security for the building and aid in answering questions.

Please Note:

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If you desire the services of our pastor, a separate money order/cash in the amount of \$250.00 made payable to said minister/pastor must be paid thirty (30) days prior to the event. This fee includes the ceremony, one pre-marital counseling session.

**Active Member Fee: There is No Charge for Funerals or Weddings held at the FGHC.

***Non-Member or Inactive Member – A Contract is required at noted fees.

** An Active Member is a member who regularly participates in the life of the church and is financially active. The “active member” fee does not extend to family and friends of member.

*** Non-Members and Inactive Members include non-member individuals, groups, and community/non-profit organizations; members who are not considered active in the church.

Full Gospel
Discovering Life's Journey With Jesus

FULL GOSPEL HOLINESS CHURCH

Full Gospel Holiness Church
1114 Hart Street
Wilmer, Texas 75172
(214) 454-2481

REQUEST TO USE CHURCH FACILITIES

This is a binding agreement between the person who is renting this facility and the Full Gospel Holiness Church.

This contract is submitted to request the use of the Church Facility and to verify that I, _____, am renting this facility.

Purpose to which the facility will be used:

Date the event will be held: _____

Number attending event: _____

Requested Beginning time: _____

Approximate Ending time: _____

Deposit due (\$250): _____

Final payment due: _____

I, _____, understand and agree to all the before mentioned requirements. I accept all responsibilities for any rules that are violated and/or broken.

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Signature

Full Gospel Holiness Church, Landlord

BY: Pastor

Tenant



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