

PLEASE CHECK ONE:

Member \_\_\_\_\_

Non-Member \_\_\_\_\_

# Facility Rental Contract



*Rev. Edward Hobson ~Pastor*

*13255 118<sup>th</sup> Street N.*

*Largo, Florida 33778*

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*The Church That Mirrors the Image of Jesus Christ*

Thank you for your interest in having your event at Shiloh Missionary Baptist Church. Enclosed is an application that must be filled out and returned to our Facilities Scheduling Committee one month prior to the event to be considered. All applications shall then be reviewed by the Facilities Scheduling Committee before being approved. **Please note\***, the church facilities **will not be available during worship times** on Sundays from 7:45 a.m. - 2:00 p.m. or Tuesdays during Bible Study from 6:15 p.m. - 9:00 p.m. Additionally, **the church is not responsible for providing food or supplies (plates, cutlery, cups, etc.) during services.**

## 2023 NON-MEMBER DONATION RATES

### For General events - (based on a 3hr rental period)

- Main Sanctuary (600 seating capacity) \$800.00 donation
- Fellowship Hall (150 seating capacity) \$400.00 donation
- Additional hours (over 3hrs) \$60.00/hr
- Optional charges (as needed for additional equip, supplies, and staff) \$100.00 donation

Deposit amount is half of total contract plus a \$200 security deposit (refunded 1 week after the event with a positive inspection report), which is due upon signing of the contract.

### For Funerals -

- Main Sanctuary (600 seating capacity) \$600.00 donation
  - Fellowship Hall (150 seating capacity) \$400.00 donation
  - Optional charges (as needed for additional equip, supplies, and staff) \$100.00 donation
- (NOTE: If the non-member agrees to clean the facility after usage, \$100 will be refunded)**

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All funeral (**funeral only**) fees listed above will be **waived for Shiloh active members** (this includes: husband/wife, household members under the age of 26, special needs, or active military) as defined in Shiloh MBC bylaws.

- All deposits and monies are to be in the form of a money order or certified cashier's check only (made payable to Shiloh Missionary Baptist Church).
- We do not accept personal checks.
- The final payment of your balance is due 14 days prior to the event. Failure to pay the fees by this time may result in forfeiture of the entire deposit and cancellation of the facility use.
- In the event of a cancellation, a 14-day notification (prior to the scheduled event) is required to receive a refund of the accumulated rental fees and deposit.

The Shiloh Missionary Baptist Church Facilities Scheduling Committee reserves the right to adjust all donations according to the event. Thank you for your interest in using our facility. Feel free to contact us with any questions.

**Upon completion, return all forms to the Administrative Office.**

Ministry Resources to notify:

- Mass Choir (Members ONLY)     Kitchen Manager     Media Ministry

## **Facility Use Policies**

To help make your function at Shiloh Missionary Baptist Church a pleasurable experience, the following policies are to be followed.

- 1. The facilities cannot be used for political purposes or by any For Profit Organization or individual.**
- 2. All facility use must be scheduled through the Administrative Office Staff, within a month before the event. All forms are to be completed before a decision can be made on whether or not the event can be held at Shiloh Missionary Baptist Church.**
- 3. The possession/use of unauthorized weapons, illegal drugs, and alcohol are strictly prohibited. Smoking is not allowed in any building (including bathrooms) and is discouraged on the Church grounds.**
- 4. Furniture that's moved should be returned to the proper location. Nothing should be placed on top of any furniture.**
- 5. Please do not leave valuables unattended. The Church is not responsible for valuables, or any items left at the Church.**
- 6. The Facility Scheduling Committee will ensure that the Sanctuary/Fellowship Hall is opened and closed for your event. The air conditioning or heat will be turned on and off for your event by the Facility Scheduling Committee.**
- 7. Food and beverages are prohibited in the Sanctuary, bathrooms, and classrooms. Food and beverages are only allowed in the Fellowship Hall.**
- 8. The Sanctuary will be used for religious services, funerals, and weddings. The Pastor must approve all other use of the Sanctuary.**
- 9. Each group will be responsible for clean-up following an event. If a group wishes to pay for clean-up services, ensure you notify the Committee prior to your event and this will be an additional fee.**

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## Shiloh Facilities Rental Application

**Organization/Individual (responsible for rental):**

\_\_\_\_\_

**Contact phone numbers:** office \_\_\_\_\_, home \_\_\_\_\_,  
mobile \_\_\_\_\_

**Describe your Organization:**

\_\_\_\_\_  
\_\_\_\_\_

**Event:** \_\_\_\_\_

**Describe your program (include LEGAL NAME of departed if for funeral):**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**Event Date:** \_\_\_\_\_

**Rooms Requested:** \_\_\_\_\_

**Start time:** \_\_\_\_\_ **End Time:** \_\_\_\_\_

*For any event, please include one hour for the start of the event, for set-up and one hour for the end of the event for clean-up. If additional time is needed, please let the Committee know, before the event and there will be an additional \$60 charge for every hour.*

**The User is responsible for the set-up and breakdown of all decorations that are brought in by the responsible party. No items should be nailed to the walls or any other surfaces. There will be a charge for any damages made to the building.**

**Responsible Parties' Signature** \_\_\_\_\_

**Facility Contact Person Signature** \_\_\_\_\_

## Facility Contract

\_\_\_\_\_ (Responsible Party) for  
\_\_\_\_\_ (Organization/Event) are given permission to use the below  
specified area of Shiloh Missionary Baptist Church Facilities. Shiloh Missionary  
Baptist Church and the Responsible Party agree to the following:

1. Facilities: The Responsible Party shall be permitted to use the following facilities at Shiloh Missionary Baptist Church:  
\_\_\_\_\_ on \_\_\_\_\_ (date). The use of the property is restricted to this area and this area only.
  
2. Payment: The Responsible Party agrees to pay Shiloh Missionary Baptist Church the total amount of \$ \_\_\_\_\_. *All fees must be paid 14 working days prior to the event. Your rental fees are due no later than \_\_\_\_\_.* *Your \$200 security deposit will be refunded within 1 week of inspection of the facility.*
  
3. Responsible Parties' Obligations: The responsible party shall comply with all city, county, state, and federal statutes, ordinances, rules, and laws. The responsible parties/organization shall not abuse, destroy, and/or damage the facilities and/or property. The responsible party shall use the facilities, property, and/or premises in accordance with Shiloh Missionary Baptist Church current published rules and/or policies. Any damage to the facility and/or property of Shiloh Missionary Baptist Church by the responsible party and/or organization will be the responsibility of the responsible party and/or organization. The refundable security deposit will be forfeited if the cost of repairs exceeds the amount to fix the damage cause to the facility. It is understood that the possession, use of unauthorized weapon, illegal drugs and/or alcohol is strictly prohibited on the premises of Shiloh Missionary Baptist Church. The responsible party understands that the room set-up may only be changed under the direction of Shiloh Missionary Baptist Church, and it must be returned to its original set-up following the event, by the responsible party.

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4. Indemnity: The responsible party agrees to accept the premises as is. The responsible party should inspect the building space prior to the use of the facility. The responsible party further agrees to indemnify and hold harmless Shiloh Missionary Baptist Church, staff, and/or members, from and against any and all demands, liabilities, charges, claims, debts, suits, causes of action and expenses of every kind and nature, which may be sustained or incurred as a result of or in consequence of the responsible parties use of Shiloh Missionary Baptist Church facilities, premises, and/or property, including Court costs and attorney fees as a result of defending against such liabilities.
  
5. Insurance: Should Shiloh Missionary Baptist Church determine it to be necessary, the responsible party/organization shall provide to the Church at least 10 days prior to the event the following: Proof of insurance with the minimum policy limits of \$1,000,000.00 bodily injury, and \$100,000.00 personal damages or, in lieu of such insurance, a refundable insurance deposit of \$750.00, a sum intended to correspond to the amount of Shiloh Missionary Baptist Church's own insurance deductible.
  
6. Governing Law, Venue, and Attorney Fees: This agreement shall be governed in its enforcement, construction, and interpretation by the laws of the State of Florida. The parties agree that the venue of any action brought to enforce or construe this Agreement shall be in Pinellas County, Florida. In connection with any litigation arising out of the construction or enforcement of the terms of this agreement, the prevailing party shall recover from the defaulting party its cost, including a reasonable attorney's fees, through all appeals, if any.

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Shiloh Missionary Baptist Church Authorized Representative

By: \_\_\_\_\_ Date: \_\_\_\_\_  
 Signature of Responsible Party or Representative

\_\_\_\_\_  
 Printed Name of Authorized Representative

\_\_\_\_\_  
 Telephone Number

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Date:

Per: Health Department

According to Shiloh Missionary Baptist Church policy, this waiver must be signed when using the church kitchen and fellowship hall.

I \_\_\_\_\_, hereby agree that any sickness, illnesses or other medical issues caused from outside food being brought in by family and friends, shall not be the liability of Shiloh Missionary Baptist Church.

We thank you for your cooperation and pray for a blessed event.

Facility committee \_\_\_\_\_