

COTO/Kitchen Rental Agreement Church Non-Member

Name/Organization \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone: Home \_\_\_\_\_ Work \_\_\_\_\_

Name of person in charge of event \_\_\_\_\_

Additional contact person \_\_\_\_\_ Phone \_\_\_\_\_

Email \_\_\_\_\_

Includes: ( ) tables & chairs ( ) kitchen

Key to the Church given: Yes \_\_\_ No \_\_\_ If given, returned: Yes \_\_\_ No \_\_\_

Event Information:

Date of Event: \_\_\_\_\_ Day of week: \_\_\_\_\_

Est. Attend. \_\_\_\_\_ Nature of the event \_\_\_\_\_

Time usage begins \_\_\_\_\_ Ends \_\_\_\_\_

(Please allow time for your set-up and clean-up. Entry and exit time is to be negotiated in advance.)

Is the event open to the public? Yes No

Will there be music? Yes No Type of music \_\_\_\_\_

Is alcohol being served? Yes No

Type of alcohol: Beer \_\_\_\_\_ Wine \_\_\_\_\_

(Note: All state laws and policies relating to serving alcohol must be enforced.)

Date application filed with Church \_\_\_\_\_

Application accepted by \_\_\_\_\_

Amount of Deposit paid \$ \_\_\_\_\_ Total Cost \$ \_\_\_\_\_

Applicant's Initials \_\_\_\_\_

# COTO Cafe/Kitchen Rental Agreement Church Non-Member

Date: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Date of Event: \_\_\_\_\_ Time of Event: Start time: \_\_\_\_\_ End time: \_\_\_\_\_

I agree: (All activities and events must have an ending time of 11 PM.)

1. To provide proof of event liability insurance which names Church of the Overcomer as an additional insured during the event is required in the amount of \$100,000.00 must be stated. A certificate issued by the insurance company is required and due on \_\_\_\_\_. In addition I agree to provide a (damage retainer) check in the amount of \$100.00. This check will be returned after an inspection of the property.
2. To arrange at least 72 hours in advance of my event for the unlocking and relocking of the facility. I will call the church office to make such arrangements.
3. To conduct my activity or function in a manner that does not conflict with the mission or standards of Church of the Overcomer
4. Smoking is not permitted on the church grounds.
5. Drugs not prescribed by a physician will not be permitted on church property.
6. The language and conduct of those who attend my function must be appropriate to a church setting.
7. To provide adequate adult supervision for any children during my event.
8. To set up and later restack and return to their storage location (unless otherwise instructed) the tables and the chairs my function requires. I understand that I must make arrangements well ahead of time to have someone unlock the storage room to allow me to procure the tables and chairs I will need.
9. To be responsible for notifying the church office of any damage to the facilities or equipment incurred during my usage and to reimburse the church for the costs of repairs or replacements.
10. To make sure all decorations for my event are in good taste; do not damage floors, walls, or furniture; and are removed immediately after the event is over. **No tape, nails, glue, helium balloons or smoke machines used in the COTO Cafe.** Helium balloons and smoke machines will cause the fire alarm to go off. In the event that the alarm is set off and the Fire Emergency Crews are dispatched to Church of the Overcomer I will be responsible for the charge of the Emergency Call.
11. To use no other equipment unless approved by church. **Use of the Main Sanctuary is not allowed without prior approval.**
12. To turn off all lights and lock all doors following my event.
13. To call the church at least 24 hours prior to the scheduled event if for some reason I must cancel my plans to use the facility.

**(Use of kitchen rider agreement.)**

I agree:

1. I will be responsible for leaving the facility in the same condition that I found it. I will notify the Church office of any damages those attending my event have caused to the facilities or equipment. I will be responsible for reimbursing Church of the Overcomer for all costs incurred in the repair or replacement of damaged facilities or equipment.
2. It is the parties responsibility to follow all health regulations from the state and local agencies and to furnish your own items needed. (Example, wearing of gloves for all food prep and serving of foods and the use of hairnets, etc.)
3. To dispose of trash, at the conclusion of my event, take trash to the designated area
4. To remove all my food, beverages, and condiments from the refrigerator and freezer after my event.
5. Not to use food or beverages in the kitchen that do not belong to me.
6. To wash pitchers, and coffee pots with soap and water; dry them; and return them to the designated storage spaces. For safety reasons, I will not leave pots on the stove.
7. To wash all kitchen dishes and utensils; dry them and return them to the designated storage spaces. I will not use the dishwasher unless I have been properly instructed.
8. To wipe down all countertops, sinks, stoves and other surfaces prior to leaving the premises.
9. To provide all the dishtowels and cloths for my event.
10. Not to allow any children under the age of 12 to be in the kitchen for any reason... for their own safety.
11. To provide my own paper products- plates, cups, napkins, tablecloths and plastic ware.
12. To make sure upon leaving that all lights are turned off and all outside doors are closed and locked.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

Approval by: \_\_\_\_\_ Date: \_\_\_\_\_

\* Rental Agreement subject to change at anytime

**Payment for Activities**

**Non-Church Members**

**\$100 per hour (for use of COTO Cafe/Kitchen)**

**\$50 for cleanup of COTO Cafe/kitchen floors, bathrooms and equipment.**

**(\$100 fee to Sexton for cleanup of Sanctuary/Fellowship hall for weddings with receptions.)**

**Deposit**

**\$100 due with Reservation Agreement**