

# EVENT FACILITY RENTAL AGREEMENT

## KELLEY CHAPEL UNITED METHODIST CHURCH

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Decatur, Georgia 30034  
(770) 987-2523  
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**Rev. Dr. Derrick R. Rhodes, Senior Pastor**

Open Hearts, Open Minds, Open Doors  
The people of The United Methodist Church

Renter Name: \_\_\_\_\_

Member of Kelley Chapel United Methodist Church: \_\_\_\_\_ YES \_\_\_\_\_  
NO

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

Email address: \_\_\_\_\_

Contact number: \_\_\_\_\_ Alt. Number: \_\_\_\_\_

Date(s) of Event: \_\_\_\_\_ Type of Event \_\_\_\_\_

**KELLEY CHAPEL UNITED METHODIST CHURCH  
RENTAL AGREEMENT**

**Check-in Date/time:** \_\_\_\_\_ **Check-out Date/time:** \_\_\_\_\_  
\_\_\_\_\_

**THIS AGREEMENT** is made by and between the above-named person(s), hereinafter referred to as “renter(s)” and Kelley Chapel United Methodist Church, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

**Whereas**, the rental cost and other fees, if applicable, for the date(s) and time(s) set out above is \$ \_\_\_\_\_, and other fees (if applicable) required have been added to this rental amount. Kelley Chapel United Methodist Church does not charge or require any gratuity charge or tip.

The rental cost can be paid in full or specified deposit, which is \$ \_\_\_\_\_, due at the time of signing. If the specified deposit is paid, the remaining balance of \$ \_\_\_\_\_ must be paid seven (14) days prior to the event, which date is \_\_\_\_\_.

**Whereas**, in addition to the rental cost, if applicable, the renter(s) shall pay a refundable amount of specified deposit for security/damage deposit to reserve any event date. Rentals are on a first come first serve basis. A non-secured date may be held for forty-eight (48) hours after the initial request is made, however; the Rental Agreement and a security/damage deposit must be received within the forty-eight (48) hours to guarantee the date. No reservation is guaranteed or confirmed unless/until this Rental Agreement is signed and returned with the security/damage deposit and other requirements set out herein.

**Whereas, Kelley Chapel United Methodist Church** is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Kelley Chapel United Methodist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and any and all other persons, firms or corporations in privity with it, of and from any and all claims, demands, and causes of action, that renter(s) may have, have had, or ever have arising out of or by reason of the renter(s)’ rental for the event.

**Whereas**, renter(s) agree to indemnify, protect, and hold harmless Kelley Chapel United Methodist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, against any claim for injuries, damages, or other consequences asserted by renter(s) or their guests, visitors, or any other persons during the rental terms and times.

**Further**, the age of all persons responsible for renting the Kelley Chapel United Methodist Church property must be twenty-five (25) years of age and older, with no exceptions.

\_\_\_\_\_  
**Renter Acknowledgement** **Date**

\_\_\_\_\_  
**Renter Acknowledgement** **Date**

\_\_\_\_\_  
**Board of Trustees (Witness)** **Date**

# **KELLEY CHAPEL UNITED METHODIST CHURCH RENTAL AGREEMENT**

The Kelley Chapel United Methodist Church Trustee holds the power to act solely on behalf of Kelley Chapel United Methodist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, and should be recognized as such by the renter(s), their guests, visitors, or any other persons throughout the rental terms and times.

Kelley Chapel United Methodist Church is the sole property of Kelley Chapel United Methodist Church and should be treated as such at all times and by renter(s), their guests, visitors, or any other persons during the rental terms and times.

Kelley Chapel United Methodist Church may not be used for any unlawful purposes. Renter(s) is prohibited from charging admission, conducting raffles or auctions and/or sell of any articles, unless the event is an approved fundraiser for Kelley Chapel United Methodist Church. An offering can **only** be collected at preaching/worship services. Kelley Chapel United Methodist Church reserves the right to refuse to rent to any person(s) for any reason deemed necessary. Kelley Chapel United Methodist Church cannot be sub-leased by renter(s) for any reason. Any changes to this agreement must be handwritten on the face of this original Agreement and shall be initialed by all parties hereto.

**Kelley Chapel United Methodist Church owners and agents wish for our guests to have a beautiful, fun, and memorable event, but request that Kelley Chapel United Methodist Church buildings, furnishings, and outside areas be treated with respect and kept litter free.**

Failure to adhere to all aspects of the Rental Agreement will result in forfeiture of the specified deposit and/or premature termination of event and/or denied access to future use or rental of the facilities at Kelley Chapel United Methodist Church.

## **CONDITIONS:**

### **1. Purpose of Use:**

Kelley Chapel United Methodist Church may be used but is not limited to the following events. Events not listed below are subject to approval by the Senior Pastor of Kelley Chapel United Methodist Church.

- Class Reunions**
- Concerts (Gospel and/or Christian Only)**
- Conferences**
- Family Reunions**
- Funerals**
- Meetings**
- Plays/Dramas (Gospel and/or Christian Only)**
- Weddings**
- Worship Services**
- Workshops**

**Music and/or entertainment in the Worship Center must be Gospel and/or Christian only.**

# **KELLEY CHAPEL UNITED METHODIST CHURCH RENTAL AGREEMENT**

**Music and/or entertainment in any other facility on the property of Kelley Chapel United Methodist Church must exclude vulgarity, demeaning language, and verbal or implied sexual content.**

## **2. Damages:**

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Kelley Chapel United Methodist Church representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

a. Renter is responsible for:

- any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings
- removal of trash to disposal bin.

b. Keys to the kitchen are provided only when kitchen rental has been paid.

The security/damage deposit is not applied to the event fees. This deposit shall be retained by Kelley Chapel United Methodist Church until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by the renter and/or their guests, the security/damage deposit shall be refunded within fifteen (15) business days following the event. If there is loss or damage, the renter shall forfeit part or all of the security/damage deposit at the discretion of Kelley Chapel United Methodist Church. Renter shall be notified in writing of the loss or damage, as well as the amount of the deposit to be forfeited. Further, the renter is responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the deposit. By renting the facilities, the renter is assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the deposit will result in the renter forfeiting any future use and/or rental of the facility.

## **3. Deposits/Payments:**

All deposits must be received prior to Kelley Chapel confirming a calendar event. The deposit, event fees and/or other fees must be paid in cash, money order, cashier's check, and/or credit card. All parties agree that the security/damage deposit cost will be deposited into any business account of Kelley Chapel United Methodist Church.

## **4. Cancellations:**

- **If renter cancels for any reason thirty-one (31) days or more prior to the event date, all parties agree that all funds will be refunded.**

# **KELLEY CHAPEL UNITED METHODIST CHURCH RENTAL AGREEMENT**

- If renter cancels for any reason on or between fifteen (15) business days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations.
  
- If renter cancels for any reason on or between fourteen (14) days and eight (8) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations.
  
- If renter cancels for any reason on or less than seven (7) days prior to the event date, all parties agree that the specified deposit will be nonrefundable.
  
- Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter within fifteen (15) business days of cancellation.

### **Cancellation Penalties:**

31 days prior to event	Full Refund
15-30 days prior to event	\$75.00 Processing Fee
14- 8 days prior to event	\$150.00 Processing Fee
7 days or less	Full Deposit Non-refundable

**Cancellation Exceptions** may be granted to return the security/deposit fees in full or part to the renter for extenuating circumstances. Such request must be submitted in writing to Kelley Chapel United Methodist Church. Exceptions will be determined, granted, and/or denied by the Senior Pastor and church administration, at the time the request is made. Renter will be notified in writing within fifteen (15) business days on the status of the request. If the request for a full or partial refund is granted, a check will be attached to the letter.

If Kelley Chapel United Methodist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns must cancel any event for any reason that is not due to cancellation by the renter or renter's non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter, shall be refunded to the renter within fifteen (15) business days of cancellation by Kelley Chapel United Methodist Church. Kelley Chapel United Methodist Church is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

## **5. Check-in and Checkout Time:**

Check-in and checkout times are strictly enforced by Kelley Chapel United Methodist Church in order to prepare for other scheduled events. A contracted overage fee of \$50.00 will be assessed per hour outside of the agreed timeframe.

## **6. Set-Up Time**

The renter will be allowed two (2) hours of set-up time prior to the event and on the day of the event only. All additional hours will be charged at a rate of \$50.00/hour. A \$50.00 per hour set-up fee will be charged if the renter requests set-up time on days other than the date of the event; for example, if the

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event is on Saturday and the renter requests to set up on Friday evening, there will be a \$50.00 per hour additional charge. The fee will be determined at the time the request is made.

### **7. Use of Property:**

Upon arrival, the responsible party for the rental must check-in with a Kelley Chapel United Methodist Church Trustee prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Please note that the Renter is responsible for the setup of the facility prior to the event only. Renter will not be responsible for taking down any tables and/or chairs at the end of the event. Kelley Chapel United Methodist Church staff will be responsible for taking down any tables and/or chairs that belong to Kelley Chapel at the end of the event.

All items brought in by Renter must be removed by Renter prior to checkout time. No property belonging to Kelley Chapel United Methodist Church shall be moved or taken outside by renter or their guests; otherwise, renter shall forfeit all or part of the deposit at the discretion of Kelley Chapel United Methodist Church. Kelley Chapel United Methodist Church, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns, shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

Adults must supervise all youth/teenage activities at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adults, 25 years of age or older, must be present at all time.

**No pets are allowed on the property of Kelly Chapel United Methodist Church.**

### **8. Noise Ordinance:**

Loud activities must be kept to a minimum, so that other members and guests at the facility or in the surrounding area are not disturbed.

### **9. Cleaning/Clean-up:**

The Kelley Chapel United Methodist Church facilities will be delivered clean to the renter. The renter is expected to return them in the same condition as received. No cleaning services are provided during the event. After use, Renter agrees to clean all facilities and areas used to the satisfaction of the Kelley Chapel UMC Board of Trustees as a result of an inspection at the end of the event. Renter acknowledges that he/she is required to leave all used facilities in a neat, clean, and undamaged condition in accordance with the hours that the facility(s) was reserved. The Renter agrees and understands that the collected deposit will be void in all or part, at the discretion of the Board of Trustees, if the reserved facility(s) is not left in a satisfactory condition as deemed by the Board of Trustees.

The following general cleaning is required by the renter at the conclusion of the rental:

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- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and leave it by the back door (on the inside of the building).
- c. Put clean trash liners (bags) in trashcans.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen that was brought by the renter.

### **10. Smoking:**

No smoking is allowed anywhere on the property of Kelley Chapel United Methodist Church (including buildings, grounds, and parking lot). Kelley Chapel United Methodist Church is a smoke-free facility. **This rule will be strictly enforced.**

### **11. Alcoholic Beverages:**

Alcoholic beverages are prohibited anywhere on the property of Kelley Chapel United Methodist Church (including buildings, grounds, and parking lot). This property is a non-alcoholic facility. **This rule will be strictly enforced.**

### **12. Weapons/Firearms:**

Weapons and/or firearms are prohibited anywhere on the property of Kelley Chapel United Methodist Church (including buildings, grounds, and parking lot), except when pre-approved by the Senior Pastor. **This rule will be strictly enforced.**

### **13. Catering:**

Renter must provide the name of the Caterer/Catering Company and a copy of Caterer's proof of insurance to Kelley Chapel United Methodist Church thirty (30) days prior to the event. The Trustee and Senior Pastor must approve exceptions. Outside food or food prepared by caterers must be prepared off site and served during the event but cannot be prepared in the Kelley Chapel United Methodist Church Life Center or the Senior Center. Access to the microwaves and ice machines are the only appliances approved for use by the renter.

### **14. Decorations:**

The following rules are applied and must be followed by the renter:

1. No staples, thumb tacks or nails in furniture or on the walls
2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

### **15. Parking:**

Parking is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

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**16. Hours of Operation:**

The hours of operation for events are Monday through Saturday, 8:00 a.m. until 11:00 p.m.

**17. Sound and Audio Visual – Equipment Rental:**

**AV and Sound Technician - \$350.00** (4 hour minimum)

Our technician is required when our equipment is being used to ensure proper usage and protection of the equipment.

**18. Security:**

All events held after 6:00 p.m. on any day will require in-house security. This includes set-up and closing times. If an offering is being received or any other exchanges of money, armed security must be on duty during the entire event. The fixed charge for security is \$35.00/hour.

**19. Fixed Charges:**

- Security \$35.00/hour
- Janitorial \$100.00/event
- Pastoral Offering Contact Church Office
- Pastoral Counseling Contact Church Office
- Event Staff \$25.00/hour/Staff member –  
# determined by the details of your event.

**20. Weddings:**

Our wedding coordinator is required to be on site for rehearsal and on the day of the event. Contact information will be provided to schedule the time of events. Only DRIPLESS CANDLES are allowed to be used for any event. The wedding coordinator must receive \$100.00 service fee 2 weeks prior to the event.

**Renewal of Wedding Vows**

- Couples who request renewal of wedding vows must be a member of Kelley Chapel for a minimum of **one year** and be an active member of a ministry for a minimum of **one year**.
- Couples who renew their wedding vows after worship service **must** attend worship service on the **same** Sunday they choose to have their vows renewed. If they fail to do so, their wedding renewal ceremony will be designated as another program. Not attending same day worship service will require the couple to pay for use of the facility for a wedding.



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- We will use the Renewal service that is in the United Methodist Church ritual. The Renewal ceremony, according to the ritual, includes only the renewal of the vows and does not involve exchanging of rings.
- In the ceremony, the couple stands before the pastor in the front of the church and exchange vows. Marching down the aisle with wedding music is not permitted. There is no charge for use of the facility for this type of renewal service.
  
- However, if the couple desires to march down the aisle, desires bridesmaids and bridegrooms to be escorted down the aisle, along with wedding music, they will have to pay the cost for the use of facilities. Additionally, they will need to coordinate with the Director of Music for the charge of his/her services to play for the renewal service.

### **21. Funerals:**

The Sanctuary and Life Center may be reserved for funerals at a cost of \$500.00 for members and non-members for either or both facilities. An additional cost of 250.00 will be assessed if the sanctuary is used for a Wake on a different day than the funeral. A repast for up to 200 people may be provided by the church for members and non-members for a fee. The family must pay a fee for a musician, if one is provided by the church. Clergy fees will also apply and will be coordinated directly with the senior pastor. Funeral programs are the responsibility of the family and will not be printed by the church.

### **20. Church Grounds:**

The church grounds include ANY AND ALL property owned by the church. Tables and chairs may be requested without charge in the rental of church grounds; however, they must be cleaned and returned for storage timely and in CLEAN condition in order to be refunded \$200.00 deposit.

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By signing this agreement, the renter acknowledges the amount of fees to be paid to Kelley Chapel United Methodist Church and agrees to be responsible for payment in full in accordance with this agreement.

The terms and conditions of this Rental Agreement are accepted and agreed to by all parties this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

**Consent and Release:**

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Kelley Chapel United Methodist Church in accordance with the conditions outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in forfeiture of the specified deposit and/or premature termination of event and/or the termination of my right to use or rent the Premises at the discretion of Kelley Chapel United Methodist Church..

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**Renter** **Date**

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**Renter** **Date**

In consideration of the covenants and agreements made by the renter, I hereby accept this application on behalf of Kelley Chapel United Methodist Church so as to permit the renter the right to use the Premises at the time or times specified there in.

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**Board of Trustees** **Date**

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**FACILITIES FEE POLICY  
Excluding Ministries**

FACILITY	NON-MEMBER (NM) Personal Use, Groups, or Organizations	*MEMBER (M) Personal Use ONLY; NO Relatives, Groups or Organizations	CONTRACTED OVERAGE FEE Per Hour
Sanctuary Only	\$1000.00 (per 4 hr minimum) \$500.00 deposit	\$900.00 (per 4 hour minimum) \$450.00 deposit	\$175.00 (NM) \$150.00 (M)
Life Center & Kitchen Access (No Ovens); Excluding Basketball	\$500.00 (per 4 hr minimum) \$200.00 deposit	\$250.00 (per 4 hr minimum) \$100.00 deposit	\$ 50.00
Life Center - Basketball	200.00 (4 hr minimum) 200.00 deposit	200.00 (4 hr minimum) 100.00 deposit	\$ 50.00
Sanctuary, Life Center, and Kitchen Access (No Ovens)	\$1500.00 (6 hr minimum) \$500.00 deposit	\$1400.00 (6 hr minimum) \$400.00 deposit	\$175.00 (NM) \$150.00 (M)
Sanctuary and/or Life Center <b>FUNERALS</b>	\$500.00 \$250.00 Wake \$200.00 Repast (100 people) No Deposit Required	\$500.00 \$250.00 Wake \$200.00 Repast (100 people) No Deposit Required	\$50.00 per additional unit of 25; Maximum 200 people
Senior Center (Complete Access; No Ovens)	\$300.00 (per 4 hr minimum) \$100.00 deposit	\$150.00 (per 4 hr minimum) \$100.00 deposit	\$ 50.00
Church Grounds (Parking lots and Ground Areas; includes tables/chairs)	\$500.00 (per 4 hr. minimum) \$200.00 deposit	\$250.00 (per 4 hr. minimum) \$100.00 deposit	\$ 50.00
AV & Sound System	\$350.00 (per 4 hr minimum)	\$350.00 (per 4 hr minimum)	\$100.00 (NM) \$ 80.00 (M)
Classroom/Conference Room	\$ 75.00 (per hr/ per room) \$ 75.00 deposit	\$50.00 (per hr/ per room) \$50.00 deposit	\$ 50.00 (NM) \$ 50.00 (M)
<b>Facility Fees Are Non-Negotiable * Special Package and Pricing for Members Only</b>			

# KELLEY CHAPEL UNITED METHODIST CHURCH RENTAL AGREEMENT

## ADDENDUM MINISTRIES ONLY

### USE OF KITCHEN

- The kitchen in both the Life Center and Senior Center may **ONLY** be used for ministry events that support Kelley Chapel United Methodist Church.
- The kitchen(s) may **ONLY** be reserved by Kelley Chapel United Methodist Church ministries, not by individuals.
- Kitchen appliances may be used by Kelley Chapel United Methodist Church ministries, only with **prior approval** from the Trustee and Senior Pastor. Fees may be imposed to ministries for fundraisers, profit, or non-profit events, excluding UMM, UMW and scouts.
- All monies received through ministries as a result of an event **MUST** be turned in to the Kelley Chapel United Methodist Church treasurer and receipted, excluding UMM, UMW and scouts. Monies submitted to the treasurer from fundraiser events will be divided as follows:
  - **60% of gross funds** will be credited in the ministry budget
  - **40% of gross funds** submitted will be credited in the Kelley Chapel United Methodist Church general budget

### VENDORS

- Ministries that allow vendors to participate in events for profit or non-profit **MUST CHARGE a minimum of \$25.00 per table for space usage**, excluding UMM, UMW, and scouts.
- All monies received through ministries as a result of an event (including vendor fees) **MUST** be turned in to the Kelley Chapel United Methodist Church treasurer and receipted, excluding UMM, UMW, and scouts. Monies submitted to the treasurer from fundraiser events will be divided as follows:
  - **60% of gross funds** will be credited in the ministry budget
  - **40% of gross funds** submitted will be credited in the Kelley Chapel United Methodist Church general budget