



# Church Facility Rental Agreement



Kirkridge  
Presbyterian Church

8070 S Saginaw St.  
Grand Blanc, MI 48439  
810.771-7565  
[office@kirkridgepc.org](mailto:office@kirkridgepc.org)

## WELCOME

Welcome to the Kirkridge Presbyterian Church of Grand Blanc.

We are excited that you are considering our building for your group meeting or event. Our facility is available for local non-profit organizations, businesses, and individuals requesting one-time or short-term usage of our facilities. We look forward to working with you on your event space needs. We hope your experience with us will be enjoyable.

## OUR COMMITMENT

We, the members of Kirkridge believe that God has empowered our congregation with a variety of strengths and resources. God has blessed Kirkridge with the wisdom of age and the enthusiasm of youth. We believe we are being called to WORSHIP GOD, to challenge each other to grow in faith, to spread His word and to support His works in the world. We believe we are being called to OUTREACH to those in need, to the youth, the elderly, to families and to the community in which we live. We believe through joyful prayer, dedication to hard work, open minds and working together that all things are possible.

## OVERVIEW

Conveniently located on S. Saginaw Street in Grand Blanc, Kirkridge Presbyterian Church of Grand Blanc is a wonderful facility that captures the uniqueness and intimacy of a church, and also boasts an outdoor chapel, and spacious lawn.

We have spaces designed to meet your needs for various occasions including:

- Special Events
- Weddings
- Parties
- Small receptions
- Support Groups
- Classes
- Meetings
- Craft Shows
- Music Rehearsals/ Performances
- Memorial Services
- And much more

## RENTAL ELIGIBILITY

Rental is based upon availability of your selected date. We reserve the right to approve or deny rentals based on review of purpose and following our commitment and mission statement.

## LOCATION

The church is located close to downtown Grand Blanc. The church is just east of I-75 and south of I-69. Our address is: **8070 S. Saginaw Street Grand Blanc, MI 48439**

## FACILITY AMENITIES

Our facility offers the following amenities:

- One floor of space with accessible entrances
- Air-Conditioning (\*varies by room)
- Warming Kitchen
- Tables
- Chairs
- Piano/Organ (\*restrictions apply see pg. 5)
- Sound System & Recording Equipment (\*restrictions apply see pg. 5)

## AVAILABLE SPACES

The church has several designated areas available for your meeting or event:

- Sanctuary
- Fellowship Hall
- Meeting Room
- Outdoor Chapel
- Warming Kitchen (\*not a commercial kitchen)
- Lawn/Yard

## SANCTUARY

- Capacity: 200 people seated
- Room size: Approx 1600 sq ft
- Equipment: Sound System, recording equipment, electric piano, organ (restrictions apply see pg. 5)
- Restrictions: No food or drink allowed in the sanctuary, except water.

## FELLOWSHIP HALL

- Capacity: 120 people with tables, 200 people without tables
- Room size: Approx 1700 sq ft
- Equipment: Electric piano, round or rectangular tables, chairs, wall mounted TV
- Additional Amenities: Air conditioning

## MEETING ROOM

- Capacity: 10-15 people with tables, 20 people without tables
- Room size: Approx 400 sq ft
- Equipment: tables, chairs, TV

## WARMING KITCHEN

- Available as an add on to rental of another room
- Equipment: Gas stove, gas & electric ovens, refrigerator

## OUTDOOR CHAPEL

- Capacity: 25-30 people seated (additional capacity with added folding chairs)

## LAWN/YARD

- Large grassy lawn includes ample space for outdoor events

## RATE TYPES

- Standard Rate (A) is for businesses and individuals
- Non-Profit Rate (B) is for educational, cultural, and other non-profit organizations
- All rates are per day

## FACILITY RENTAL RATES BY ROOM

ROOM/SPACE	Standard Rate (A)	Non-Profit Rate (B)
Sanctuary	\$250.00	\$125.00
Fellowship Hall	\$300.00	\$150.00
Meeting Room	\$100.00	\$50.00
Warming Kitchen	\$50.00 with additional room	\$25.00 with additional room
Outdoor Chapel	\$150.00	\$75.00
Lawn/Yard	Varies call for pricing	Varies call for pricing

## SCHEDULING A ROOM

To schedule a room please call the church office at (810)771-7565. Upon tentative approval of the date the following forms shall be filled out and returned to the church:

- Completed Facility Use Agreement (liability waiver) Form
- Any necessary documents such as a Certificate of Liability Insurance, verification of non-profit status etc.
- Cleaning deposit due upon rental to reserve date/time
- Full payment due 10 days prior to event.

## BUILDING AVAILABILITY

The Church facility is available most days between 9am and 9pm except when being used for church services, our church ministries or other commitments.

The building is not available on Sundays from 8:00 am to 12:00 pm (worship services)

The Church office hours are Monday through Thursday, 9:00am to 2pm.

## PRE-PAYMENT POLICY

Full payment for the space must be received at least 10 days prior to the event date or the space will not be available for use. Any payments approved to be made less than 10 days prior to use must be made in cash.

## CLEARING AND CLEANING

A cleaning deposit of **\$150.00** is required upon rental, in a separate payment. This deposit must be paid in order to reserve your date/time. The deposit will be fully refunded if the room is left in the same condition as pre-rental.

The building must be completely cleared and cleaned no later than 9:30 pm. Users are expected to empty all trash and take to dumpster and clean all areas used (wipe down tables/counters, vacuum if excessive debris is left, spot clean any spills on carpet, return any tables/chairs to their original locations, and otherwise leave building/room as found.) Exceptions to these times must be approved in advance and may be subject to a custodial or issued key surcharge.

## KEY DEPOSIT

In the event of the issuance of a building key for long-term use or set-up outside of normal business hours, there is a **\$25.00** refundable key deposit.

## CANCELLATION POLICY

If you need to cancel your rental, we request that you notify us immediately. In the event of cancellation, a full refund will be provided minus \$25 for processing, as long as notification is received at least 72 hours prior to the event.

## EMERGENCY SCHEDULING CONFLICTS

The church reserves the right to pre-empt any facility use for its own in cases of emergencies. Notice will be provided as early as possible. In the event we must cancel your rental, a full refund will be provided.

## ROOM CONFIGURATION

All rooms have been designated with a standard room set-up. Any set-up changes requested by the group are subject to approval by the Church Administrator.

## DAMAGES

All individuals and groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage, or breakage. The person signing the Facility Use Agreement Form shall be responsible for paying costs incurred by the church in cleaning, repairing, or replacing any part of the building or its furnishings and equipment which in the judgment of the Church Administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the individuals or group involved.

## ORGAN AND PIANO(S)

Musical instruments are available upon request. Prior approval must be granted for use. The instruments should not be moved without prior approval from the Church Administrator.

## SANCTUARY SOUND SYSTEM

The Sanctuary sound system and recording equipment are available upon request. The systems may only be operated by church approved sound technicians. Prior approval required. Additional costs may apply. Group-provided sound, recording, or video equipment may not be attached to this sound system through cables or connectors.

## SMOKING POLICY

All individuals and groups using our facilities should at all times abide by a “No Smoking” policy in all parts of the building and grounds. Violation of this rule is sufficient grounds for immediate withdrawal of the individual or group’s use of the facilities and/or to deny use in the future.

## ALCOHOL AND DRUG POLICY

The serving, consumption, or use of alcoholic beverages, marijuana, or narcotics shall not be permitted at any time on church property, including the parking lot. (*an exception may be made for a champagne toast at wedding receptions*) Violation of this rule is sufficient grounds for immediate withdrawal of the individual or group’s use of the facilities and/or to deny use in the future.

## ENDORSEMENT

Approval of the use of the grounds and facilities does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities must not advertise the event in such a way as to imply endorsement by the congregation. No activities or advocacy may take place within our buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

## DECORATIONS

Decorations may be attached to the walls, doors, and light fixtures with masking tape or scotch/office tape only (No packing tape or duct tape). All such decorations must be removed immediately and completely following the event. Users are responsible for any damage incurred.

## STORAGE

There is no excess storage available for organizations and, as such, all organizations using the facility will be responsible for storing necessary items offsite.

## PARKING

Our church parking lot is on the south side of the building. Parking in the church lot is available only during the period of time that a group has contracted to use the facility. Parking on the grass is prohibited. Any damage to vehicles is at the owner’s expense; the church is not responsible for theft or damage to personal property.

## SECURITY

We ask that all users pay close attention to personal property and valuables, not leaving them unattended. The church is not responsible for theft or damage to personal property.



## Facility Use Agreement

This agreement by and between Kirkridge Presbyterian Church 8070 S Saginaw, Grand Blanc, MI 48439  
*Owners name* *Owners complete address*

("Owner"), and \_\_\_\_\_  
*Users name* *Users complete address*

\_\_\_\_\_  
*Users phone #* *Users email address*

("User"), will take effect on \_\_\_\_/\_\_\_\_/\_\_\_\_ and will continue for a period of \_\_\_\_\_.  
*Time period*

WHEREAS user desires to use the \_\_\_\_\_ area of the facilities for the  
*Area of premises*

purpose of \_\_\_\_\_, and  
*Purpose of use*

WHEREAS Owner has agreed to allow User to use the facilities provided that the following terms and conditions are met.

### It is therefore agreed by and Between the Parties:

1. Owner agrees to let User use the above-described premises for the above-described purpose on \_\_\_\_/\_\_\_\_/\_\_\_\_
2. ☐ **Fee Agreement.** User agrees to pay Owner \$\_\_\_\_\_ for the use of the premises.
3. ☐ **Non-Fee Agreement.** In consideration for the benefit of using Owner's facilities, User agrees to abide by all the terms and conditions of use described in this agreement.
4. ☐ **User agrees to pay Owner \$\_\_\_\_\_** cleaning deposit which will be returned if the room is in the same condition as pre-rental.
5. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
6. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.

7. **Organization Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that the User has made Owner an “additional insured” on User’s policy with respect to the use by User of the above-described premises.
8. User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner’s agents, employees and representatives) or otherwise.
9. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which User will use, including entrances and exits.
10. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
11. In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User’s inability to use the above-described premises, even if Owner has been advised of the possibility of such damages.
12. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_ / \_\_\_\_\_  
Day Month Year

**Owner** \_\_\_\_\_  
*Owner Signature*

\_\_\_\_\_  
*Owner’s Representative name printed with title*

**User** \_\_\_\_\_  
*User Signature*

\_\_\_\_\_  
*User’s name printed*