

Facility Rental Policy

We share a concern for maintaining a well-cared-for facility that can be available to serve you and others for years to come. We ask you for your cooperation by respecting the policies of Mount Olivet Assembly of God. Mount Olivet Assembly of God maintains smoke free, Alcohol free facilities. Neither are permitted anywhere on church property.

"Blessed are the peacemakers. No firearms are allowed in this place of sanctuary."

- Use of the building which might be questionable as to the compatibility with Mount Olivet Assembly of God's theology and/or interests must be approved by the pastor.
- All inquires to use the building must be channeled through the church office and entered on the master calendar. Any scheduled meetings or events that are officially sanctioned and recognized ministry or activity of Mount Olivet Assembly of God will take priority, in case of a scheduling conflict.
- When kitchen is used: stoves, sink, refrigerator, microwave, dishwasher, and coffee pots may be used; renters must supply their own consumables, table cloths, table setting, and decorations.
- The church's equipment is not available for personal use outside the building without authorization.
- The PA system and other audio-visual equipment are not available to renters.
- Decorations or displays and alterations of existing room arrangements require prior approval.
- All rooms must be returned to the condition in which they were found. Please turn lights off and thermostats back when leaving. If any equipment is lost or damaged you are responsible to replace/repair it.
- It is permissible to serve refreshments, provided cleanup and room conditions are in order. Red dye beverages are not allowed. Report any spills to the church office.
- Children and youth groups may use rooms, provided they are supervised by at least one adult for every 6 - 10 persons.
- The church is monitored by an electronic security system. The church office will provide appropriate instructions on its proper use when necessary.
- Long distance calls from the church telephone, unless using a phone card are not permitted.
- A copy of a certificate of insurance is required for all groups using the building more than 1 time and must be included with the application. Mount Olivet Assembly of God must be listed as an additional insured on your insurance policy. We welcome you to our church home!

Facility Rental Agreement

This agreement is made as of this ____ day of _____, 2010 between
Mount Olivet Assembly of God and _____ (hereinafter referred to as "Client").

Client Contact Information:

Name: _____

Organization: _____

Email: _____ Phone _____

Your tentative calendar reservation is _____ from _____ to _____
from: _____ to: _____ for approximately ____ people, for the purpose of

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- The Room Rental fee is \$_____ and does not include any extra charges. This does not include extra custodial hours if the room is not left as you found it. And full payment is required 14 days prior to the event date.
 - A damage deposit of \$_____ is required, to be forfeited in part or in total should the facilities be damaged or unexpected cleanup result.
 - Mount Olivet Assembly of God reserves the right to relocate your party to another room if it is necessary to do so.
 - Alcohol is not permitted anywhere on the premises.

I have read and acknowledge the attached Facility Rental Policy and agree to comply. I understand that those terms and conditions are incorporated and are made a part of this rental agreement.

Client Signature

Mount Olivet Assembly of God Signature

Title

Title

Date

Date