



Event Agreement

Event:

Contact:

Address:

City/State/Zip Code:

Telephone:

E-Mail:

This **Event Agreement** is entered by and between **Riverside Presbyterian Church** (the “**Church**” or “**we**”), and (“**Guest**” or “**you**”).

The Church and the Guest are sometimes referred to in this Agreement each individually as a “**Party**” and together, as the “**Parties**.” “**Guest Parties**” means all of the Guests’ invitees or attendees at the Event, and any third-party vendors providing services for or otherwise at the Event. The effective date of this Event Agreement (the “**Effective Date**”) shall be the date that the last Party executes this Event Agreement.

On behalf of the Church, we are pleased that you have selected our location for your **Event**.

1. **Event**- Please fill out the rental application to give us detailed information about your request. You can fill out the application by [clicking here](#).

2. **Available Rental Spaces, Rental Fee, and Deposit**

Available Rental Spaces	Rental Fee	Security Deposit
FAMILY LIFE CENTER (“FLC”)This facility is only used for sports activities. No functions that require chairs and/or table setup are allowed. This rental does not include Rice Sports Zone, which is the field outside the FLC.	\$60/hour Additional one-time equipment fee of \$100	\$1,000
BITTINGER HALL Sound system available	Half Day \$125 Full Day \$250	\$200
BITTINGER HALL KITCHEN	Half Day \$100 Full Day \$200	\$200

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THOMPSON PARLOR	Half Day \$75 Full Day \$150	\$200
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ROOMS 301-312 IN THE EDUCATION BUILDING	Half Day \$50 Full Day \$100	\$200
KISSLING HALL AND STAGE (only available to rent when Riverside Presbyterian Day School is not in session)	Half Day \$300 Full Day \$600	\$1,000
KISSLING KITCHEN (only available to rent when Riverside Presbyterian Day School is not in session)	Half Day \$150 Full Day \$300	\$500
SANCTUARY This policy only includes non-wedding sanctuary rentals. Click here for RPC's Wedding Policy	Half Day \$300 Full Day \$600	\$1,000

Half Day = 4 hours or less

Full Day = more than 4 hours

Security Deposit. The security deposit is required at the time this Event Agreement is submitted by you in order to reserve your Rental Space(s). The security deposit will be refunded within fourteen (14) days after the Event if no damage to the Rental Space(s) occurs. In the event of a late cancellation pursuant to paragraph 4 below, any resulting forfeitures of the Rental Fee may be withheld from the security deposit by the Church.

3. Reservation Process

Your Rental Spaces will be reserved when all Parties have completed and executed this Event Agreement and the security deposit has been paid. All reservations must be made at least two (2) weeks in advance of the Event. Payment in full for the Event is due at least seven (7) days before the Event or the Church, in its sole discretion, may cancel the reservation.

4. Cancellation

Once all Parties have completed and executed this Event Agreement and the security deposit has been paid, your Rental Spaces are held for you exclusively. Any cancellation of the Event within forty-eight (48) hours thereof will result in forfeiture of the complete Rental Fee.

5. Usage Guidelines

You and Guest Parties must adhere to the following guidelines when using all Rental Spaces:



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- Firearms, tobacco, and illegal substances are prohibited.
- Alcohol may be served only in accordance with the [Riverside Presbyterian Church and Riverside Presbyterian Day School Campus Policy](#) governing the limited allowance of beer, champagne, and wine on campus.
- Noise levels must be kept at a respectful volume.
- Facilities may only be used during the hours specified in this Event Agreement and only in the rental spaces specified by this Event Agreement.
- You are responsible for cleaning up and restoring the space to its original condition.
- No sign, banner, or display may be erected or affixed in any part of the space without prior written approval from the Church.
- No decorations may be affixed to the walls, floors, or ceilings without prior written approval from the Church. All decorations must meet the Fire Department codes. No open-flame candles may be used.

Family Life Center Additional Usage Guidelines

- Renting the Family Life Center does not include the use of Rice Sports Field. The Rice Sports Field is not available to rent and should not be used.
- When using the Family Life Center, food can only be served and eaten in the lobby of the FLC.

6. Security

The Church will not provide security for the Event. The Church reserves the right to require you to provide security personnel at the Event at your sole expense.

7. Parking

Parking is available on the street and in paid ParkMobile lots near the Church. Please do not park in the upper lot next to the Church's Sanctuary and entrance gate, but this upper lot may be used for handicapped parking and loading/unloading purposes.

8. Prohibited Activities

The Church reserves the right to decline to rent any space if the proposed Event is not in keeping with the Church's mission and values or if the Church determines, in its sole discretion, that the activity could jeopardize the Church's tax-exempt status. Prohibited activities include, for example, [political events](#) or those that might disrupt the neighborhood or compromise the safety of attendees or Church property.

9. What You Can Expect from the Church

The Church will provide a point of contact person for all events.

10. Termination of Event Agreement

The Church reserves the right to terminate this Event Agreement if you or any Guest Parties violate the guidelines set forth herein or if unforeseen circumstances require the Rental Spaces for Church needs.

11. Liability and Insurance

You shall be responsible for any damage done to the property or equipment located on the Church premises by You, Guest Parties, or any other person(s) affiliated with the Event. You understand and agree that the Church will hold you financially responsible for the repair and/or replacement of any property and/or equipment should it be damaged during the Event.



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All of your or Guest Parties' property kept, parked, or stored on the Church's property during your use of the property shall be so kept, parked or stored at your own risk. The Church shall not be responsible for any loss or damage to your property or Guest Parties' property and you shall hold the Church harmless from any claims arising out of loss or damage to any such property.

You agree to provide proof of liability insurance with Riverside Presbyterian Church listed as an additional insured at the time this Event Agreement is signed.

12. Unconditional Release

You, effective as of the Effective Date, **FULLY AND UNCONDITIONALLY RELEASES** the Church, and each of its respective affiliates, representatives, trustees, employees, successors, and assigns (each, a "Released Person") from all debts, proceedings, costs, expenses, torts, damages, offsets, judgments, claims, causes of action, and liabilities whatsoever, of every name and nature, whether in law or in equity, whether in contract or in tort (including negligence or otherwise), or otherwise known or unknown, accrued or unaccrued, contingent or otherwise, including in respect of any right of indemnification, contribution, subrogation, or reimbursement, which have been or could have been asserted against any Released Person, that you have or ever had and which arises out of or in any way relates to the Event or this Event Agreement (each, a "Released Claim"). You agree that you will not, and will cause each of Guest Parties to not, take any action inconsistent with this Event Agreement, and you agree to indemnify and hold harmless each Released Person from and against any such debts, proceedings, costs, expenses, torts, damages, offsets, judgments, claims, causes of action, and liabilities incurred by any Released Person as a result of any action by you or Guest Parties, that is inconsistent with this section. This section shall survive the Effective Date, is intended for the benefit of and may be enforced directly by each of the Released Persons, and is binding on all of your successors and assigns.

By signing below, the Parties acknowledge and agree to be legally bound by the terms and conditions of this Event Agreement. THE GUEST ACKNOWLEDGES AND AGREES THAT THIS EVENT AGREEMENT CONTAINS A RELEASE OF LIABILITY AND LIMITATIONS OF LIABILITY THAT MATERIALLY AFFECT THE GUEST'S RIGHTS AND RECOURSE.

IN WITNESS WHEREOF, the Parties hereto have caused this Agreement, including the Terms and Conditions attached hereto, to be executed as of the Effective Date.

RIVERSIDE PRESBYTERIAN CHURCH:

GUEST(S):

Name: _____

Name: _____

Signature: _____

Signature: _____

Title: _____

Title: _____

Date: _____

Date: _____