



Anointed Temple of Praise Christian Church (DOC)

Dr. Thomas L. Murray, Sr. Pastor

FACILITY RENTAL AGREEMENT – MAIN BUILDING (Non-Member)

This rental agreement is considered contractual between the listed Renter(s) and Anointed Temple of Praise Christian Church (DOC). All signatures bind and make the Renter responsible for all applicable fees and activities associated with the event(s) held at the Main Building located at 3939 Riverdale Road and additional requested spaces. The Renter is responsible for reading and understanding the Policies, Procedures, and Payment Procedures **carefully** — **prior to signing**. Once signed, all matters concerning the event will be handled according to this contract.

Renter Information

Today's Date

Name

Address

City

State

Zip

Contact Number

Email

Who referred you to ATOP's Facilities?

Name

Mobile

Policies & Procedures

1. Renter must be at least 21 years of age to complete and sign this contract. The Renter signing this contract must attend, serve as the host, and act as primary contact for the event.
2. All requests are subject to approval based upon room availability and previously scheduled events.
3. Renter is responsible for ensuring the facility is clean and returned to the condition in which it was received.
4. This contract must be completed and submitted to the Church office at least eight (8) weeks prior to the date requested. Exceptions may be made based on availability.
5. This contract is for the Main Building and requested rooms only. It does not apply to the Hughes Education Building.
6. A security deposit of **\$250** is required and must be provided with this signed contract. If ATOP must close its facility due to weather or other calamity, a full refund will be issued.
7. If the event extends beyond the time outlined in this agreement by 15 minutes, an additional fee of **\$50.00** will be charged for the first hour and **\$100.00** for each additional hour (not to exceed two hours beyond the contractual time). Additional fees are due on the day of the event.
8. Security personnel is required and provided. Fees are included in the total rental cost.
9. Deposits (\$250.00) will be returned within 30 days following the event provided there has been no violation, damage, breakage, harm, or loss of property.
10. No nails, tacks, screws, staples, or paint-damaging tape may be used on the walls or ceilings, nor may any other modifications be made to the building, electrical systems, carpeting, walls, furnishings, or surroundings.
11. Smoking is strictly prohibited on the premises of Anointed Temple of Praise Christian Church (DOC).
12. Renter must notify ATOP of any changes within 30 days of the event. Deposits will not be returned if changes made 15 days or less prior to the event.

Deposit and Rental Payments

1. ATOP accepts payments via cash, checks, money orders, or cashier's checks (all checks should be made payable to Anointed Temple of Praise).
2. The space or room will be reserved once funds are processed and secured by ATOP.
3. Payments are processed after this agreement has been approved. The Renter will be notified in writing and provided a copy of the approved contract.

ANOINTED TEMPLE OF PRAISE CHRISTIAN CHURCH MAIN BUILDING RENTAL FEES			
Description	Base Fee	Adjustments	Fee Total
Sanctuary (up to 4 hours)	\$1,200		
Communications/Media Services (WiFi, microphones, projector/screens, TV)	\$300		
Main Conference Room (up to 4 hours)	\$500		
Kitchen	\$500		
Fellowship Hall (up to 4 hours)	\$300		
Deposit	\$500		
Security Fee (\$35/hr. min. 4 hours)	\$140		
Set-up and Breakdown	\$250		\$250
Cleaning Fee	\$300		\$300
RENTAL FEE(S)			

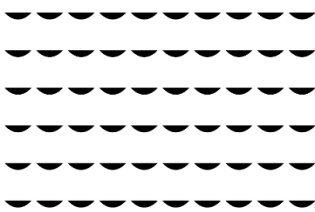
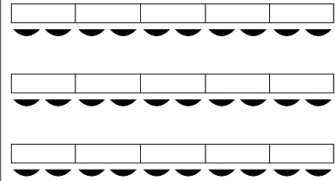
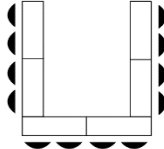
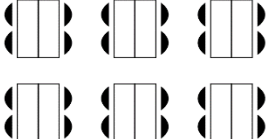
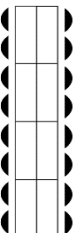
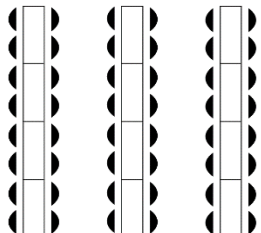
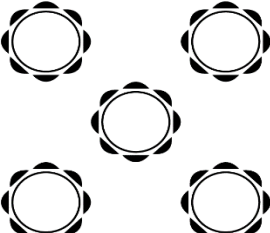
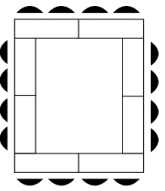
Additional Fees Assessed			
Event Overtime	15-60 minutes	\$50.00	
	Each hour after	\$100.00	
ADDITIONAL FEE(S) ASSESSED			
TOTAL COSTS			\$

COST CONFIRMATION Your total cost to rent the space(s) in the Main Building (Sanctuary and additional spaces) is \$ A non-refundable deposit of \$500 must be paid by in order to reserve the desired date(s). 50% of monies in the amount of are due 30 days prior to your event. Remaining payments are at least 14 days prior to our event. If area(s) are restored to the original condition after the event, you will receive a refund check in the amount of \$ that will be mailed to you within 30 days after the event. Failure to make the remaining payment(s) or provide notice of cancellation ten (10) working days prior to the event will result in forfeiture of 50% of the monies paid and render the deposit non-refundable. If payment is not paid or proper notice given, the event's date will be removed from the calendar. Restrictions Alcoholic beverages and illegal substances (up to and including drugs) are strictly prohibited anywhere on the premises of Anointed Temple of Praise Christian Church. If found, the contract is terminated immediately, all payments will be forfeited, and Renter will no longer be permitted to use ATOP's facilities in the future. Loitering is not permitted. The renter is responsible for all parties remaining in the designated areas reserved solely for this event.

SANCTUARY SET UP

CLEARLY mark the type you are requesting

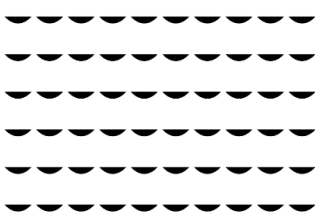
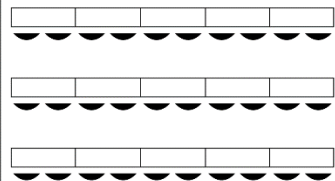
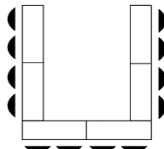
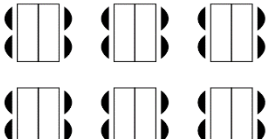
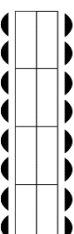
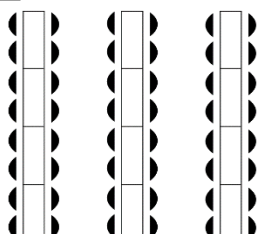
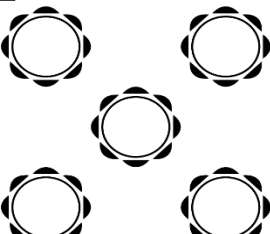
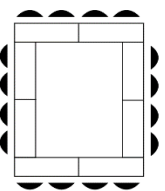
SET UP INCLUDES ADDITIONAL TABLES, CHAIRS, PODIUM, FLIP CHART STANDS, AND MEDIA

☐ Theater 	☐ Classroom 	☐ U-Shape 	☐ Banquet Squares 
☐ Conference 	☐ Banquet 	☐ Banquet Rounds 	☐ Hollow Square 

FELLOWSHIP HALL SET UP

CLEARLY mark the type you are requesting

SET UP INCLUDES ADDITIONAL TABLES, CHAIRS, PODIUM, FLIP CHART STANDS, AND MEDIA

☐ Theater 	☐ Classroom 	☐ U-Shape 	☐ Banquet Squares 
☐ Conference 	☐ Banquet 	☐ Banquet Rounds 	☐ Hollow Square 

ADDITIONAL DETAILS REGARDING SETUP

☐ SANCTUARY	☐ CONFERENCE ROOM	☐ FELLOWSHIP HALL
☐ NO ADDITIONAL SET UP	☐ NO ADDITIONAL SET UP	☐ NO ADDITIONAL SET UP
☐ WiFi	☐ WiFi	☐ WiFi
☐ Podium	☐ TV	☐ TV
☐ Microphones	☐ Podium	☐ Podium
☐ Flip Chart Stands (flip charts not included)	☐ Flip Chart Stands (flip charts not included)	☐ Flip Chart Stands (flip charts not included)
☐ Media (large screens)*		☐ Round Tables - # Needed
☐ Round Tables - # Needed		
☐ 3 ft. Tables - # Needed		
☐ 6 ft. Table - # Needed		

***NOTE:** Presentations must be emailed or provided to Communications Team on a jump drive at least one day prior to your event.

Hold Harmless Agreement & Signature (Initial each line item)

- ☐ I/We agree to pay the rental fee(s) for the requested space and to be responsible for additional costs for cleanup, repairs, or property damage that are a result of the use of the building.
- ☐ I/We understand and agree that neither the Church, its representatives, or employees may be held liable in any way for an occurrence in connection with the activity which may result in injury, harm, or other damages to the undersigned or others which include guest, invited or not.
- ☐ As part of the consideration for being allowed to use the facility, building, and grounds, as well as, all appliances and fixtures in the activity, I/We assume all risk in connection with participation or use.
- ☐ I/We release Anointed Temple of Praise Christian Church (DOC), its representatives or employees for any damage which may occur while participating in the activity.
- ☐ I/We state that I/We are authorized to sign this agreement and that I/We understand the terms herein are contractual.
- ☐ I/We state and acknowledge that I/We have fully informed ourselves of the content of this contract and release by reading it before I/We signed.

Signing and returning this contract with original signatures and deposit indicates that the renter has read, understands, and agrees to the terms and conditions as outlined in this contract. Renter(s) will be provided a copy upon submission.

Renter Name (PLEASE PRINT)		Date	
Renter Signature			
Renter Name (PLEASE PRINT)		Date	
Renter Signature			