



New City Church Facility Use Agreement

▪ GENERAL GUIDELINES & REQUIREMENTS:

1. For this policy, references to facility includes any property of the church, furniture or equipment.
2. Please communicate with the Facility Team well in advance of your event to answer any questions. Only changes in writing from the Facility Team will be honored.
3. No individual, group or organization shall use any church facilities in a way that is contrary to the mission, purpose or beliefs of New City Church.
4. All renters will be held accountable to the guidelines, requirements, and restrictions of the church and facility use agreement, regardless of having read or signed the Agreement or not.
5. The church reserves the right to schedule other activities and events in other parts of the church facilities before, during and after renter's event.
6. In the event that New City Church must cancel this agreement, renter will be refunded any deposit or rent paid to New City Church for the canceled event. However, in no event will New City Church be liable to renter for any lost profits or incidental, indirect, special or consequential damages or costs arising out of renter's inability to use the facilities.

▪ INSURANCE

Each outside group or organization must provide a certificate of insurance with a minimum \$1 million liability coverage naming New City Church as an additional insured. Certificate must be turned in prior to rental event. If insurance is not available, every participant must sign Participant Release.

▪ RENTER RESPONSIBILITIES

1. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the Executive Pastor or their designee, and shall pay the church for such repair and replacement costs upon demand.
2. The transfer of permission to use church facilities to any other persons or groups is prohibited.
3. Renters may not move furniture, take tables and/or chairs, and/or other items from other rooms and/or areas of the church facilities without prior permission from the Facility Team.
4. Admission fees shall not be charged without prior approval from the Facility Team.

▪ PLEASE OBSERVE THE FOLLOWING

1. Assigned times must be observed. Overages will be charged a minimum of \$65 per hour.
2. No animals (with the exception of service animals) are allowed in the building.
3. Children must be supervised by adults at all times. The renter is responsible for all conduct, damage, theft, or disturbances related to rental event.
4. Only rooms/resources listed on the Invoice or in writing from Facility Team may be used for the event.
5. New City Church is a smoke free and alcohol-free facility. No alcohol is allowed on the property. Cigarettes, including vapors or e-cigarettes, are not permitted inside the buildings or within 10 feet of entryways.
6. If another renter is in the room before your scheduled time, it is your responsibility to stay out of the room until your scheduled time. Exceptions must be approved in writing by all parties.

▪ SET-UP & TAKE DOWN

Renter is responsible for ALL set up before and clean up after event, including table and chair placement and returning all items to their original places. Set up/clean up must be included in rental time. Please remove all personal property, bag all trash, food, etc., and place in the dumpster on the North side of building. Check that all rooms and resources are returned, accounted for and undamaged. Refer to your Facility Use Checklist.

▪ FOOD & DECORATIONS

1. Renters may provide their own food with prior approval from the Facility Team. Food will need to be prepared / stored off-site and disposed of properly with clean up. No food may be placed in sinks.
2. Decor may be brought in for your event. Staples, nails, tacks, duct tape are prohibited. Masking or painter's tape is acceptable. All decorations and tape must be removed at the conclusion of event.

▪ CANCELLATIONS

1. Cancellations must be made in writing to the Facility Team. Emails accepted.
2. Cancellations made 30 or more days prior to the event will result in a full deposit refund.
3. Cancellations made 14-29 days prior to the event will result in a refund of 50% of the deposit.
4. Cancellations made 0-13 days prior to your event will result in no refund of the deposit.
5. If the facility is closed due to inclement weather (per Shawnee Mission School District closings), you will receive a refund or may reschedule your event for another time (subject to availability).
6. If New City Church must cancel your event for church or weather purposes, you will receive a refund or may reschedule your event for another time (subject to availability). New City Church will attempt to give you reasonable notice of cancellation or changes.

▪ CHECK-IN & CHECK-OUT

Please check in with the Facility Host before and after your event to review the Facility Use Checklist. Only renters who complete the Facility Use Checklist without incident will be issued a deposit refund.

AGREEMENT: The undersigned, on behalf of individual, group or organization using Foundry Church facility, represents that he/she is a representative of individual, group or organization authorized to enter into this facilities contract between New City Church and individual, group or organization. In so doing, the undersigned, on behalf of the individual, group or organization, agrees as follows: Individual, group or organization agrees to hold harmless, indemnify and defend New City Church (including 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 Renter's purposes, regardless of whether such injury or damage results from the negligence of New City Church (including agents, employees and representatives) or otherwise. The undersigned is making application to New City Church for use of its facilities and agrees to observe the policies/procedures of the agreement and exercise the utmost care in using the facilities and property. I have read, understood, and accepted all procedures in the rental agreement and supplemental documents for using the New City Church facility.

Date: _____

Print Name: _____

Signature: _____