



6533 Sierra Lane Dublin, California 94568 (925.829.4793)

Rental Agreement and Contract

Name/address of Organization (lessee) _____

Contact person name/phone number _____

RENTAL FACILITY: 6533 Sierra Lane, Dublin, CA. Either Worship Space or G Force Space, Pathway Community Church (PCC)

RENTAL DATES/TIMES: fee is for 4 hours total (additional hours at \$125 per hour)..

RENTAL RATE: \$450.00 or \$225.00 for PCC members [defined as being accepted into PCC church membership by attending PCC membership class and submitting a membership application].

This rate is **only** for the facility usage. Additional charges may apply for additional audio/visual, facility set-up needs, KITCHEN RENTAL/USE. For Kitchen Rental/use, please refer to the Kitchen Rental Form on page 5.

CLEANING FEE: \$125.00 [fee waived for PCC members however cleaning is still required]

Sanctuary SECURITY/DAMAGE DEPOSIT: \$250.00 [deposit waived for PCC members]
Kitchen USE DAMAGE DEPOSIT – specifics on Kitchen Rental form, page 5

FACILITY SET UP REQUIREMENTS:

-eg. round table/dining seating for ____ people or general seating

FOOD/DRINK/KITCHEN:

- reference Kitchen Usage Guidelines and Rental Form for any use of the Kitchen.

AUDIO/Visual, Computer/technical REQUIREMENTS:

-eg. background music, video, slideshow – computer

OTHER requirements/comments:

-special lighting needs??

DEPOSIT REFUNDS:

Deposit is fully refundable upon inspection of facility after event. PCC and Lessee will conduct a pre- and post-event inspection of the facility to determine the condition of the reserved room. Should lessee not conduct a pre-event inspection, lessee will be responsible for lessee's event damages as assessed by PCC. By waiving or missing the pre-event inspection, lessee agrees to accept PCC's pre- and post-event inspection.

Lessee is responsible for the condition of the reserved room however, lessee will also be responsible for any other area of the facility require cleaning or repairs or theft determined to be the result of actions by the lessee and their event.



Any costs that occur to the facility that are a direct result of lessee's event will be deducted from the security deposit. If the damages or theft amount to more than the security deposit, the lessee will be responsible for all costs to repair the facility to its original pre-event condition.

INSURANCE REQUIREMENTS:

Proof of insurance is required two weeks before event with liability coverage of **\$1,000,000**.

Send proof of insurance to Pathway Community Church, attn: ELT
6533 Sierra Lane
Dublin, CA 94568

Under all circumstances, the lessee, by executing this contract/agreement, shall agree to indemnify and hold harmless Pathway Community Church, its agents, officers, directors, employees and Executive team from and against any and all claims, damages, losses and expenses, including attorney's fees, resulting from the lessee's use of the facilities.

Furthermore, lessee will be required to agree to and sign the attached Hold Harmless Agreement-addendum to this Rental Agreement and Contract.

FACILITY USE RESTRICTIONS:

A PCC representative will be present during lessee's event.

Use of audio and visual, lighting, computers, technical equipment and other such equipment is restricted. Only a PCC representative will be allowed to use the equipment. Lessee is not allowed in the sound booth, nor can lessee move, adjust, modify and equipment set up in the facility.

Use of PCC computers is highly restricted – should lessee require the use of PCC computers, the file must first be sent to rogerjung@gmail.com to ensure it is free of viruses and does not contain offensive content. PCC must receive the file the Friday before the event.

Under no circumstances will a file be accepted on the day of the event.

Lessee agrees to hold PCC harmless for prescreening of their file before the event. PCC and its representatives will conduct their review in a business-like manner and respect lessee's need for confidentiality as noted when the file is delivered/emailed.

Control of all lighting, thermostats, PA systems, locking/unlocking of doors will be handled by PCC attendant.

All band, musical instruments and equipment in the facility are off-limits to lessee.

Chairs can only be moved in bulk by the PCC representative. We have specific equipment to move chairs in bulk that we use to ensure the carpet is not damaged.

The use of any candles or open flame items is strictly prohibited.

Smoking is strictly prohibited in all areas of the facility.

Alcoholic beverages are strictly prohibited.



Lessee is responsible for general cleanup, litter, and hauling away of trash and recycling papers, etc. both in the facility and in the parking lot as a result of lessee's event.

In signing below, lessee agrees to all above-mentioned items and has read and understands all requirements and restrictions contained herein (contract and addendum consists of 5 pages).

 Organization name, if applicable

 Lessee representative signature

 date

Approved and accepted by Pathway Community Church by

 ELT or PCC ministry leader
 925.829.4793 or cell of Pathway contact

 date

Charges	Amount \$	Date received Check # [Date refunded]
Total cost of event rental Payable to: Pathway Community Church		
Security deposit Payable to: Pathway Community Church		
Other – Kitchen USE Rental (fee, deposit, supervisor)		

Inspections	PCC signature, date, comments	Lessee signature, date, comments
PRE-event		
POST-event		



Hold Harmless Agreement
Pathway Community Church (PCC) Facility Usage
Rental Agreement and Contract addendum

I/We the undersigned authorized representative(s) of (hereafter the "Organization") of the city of _____, state of _____ shall be using the building and grounds of Pathway Community Church (PCC) on _____, 20 ____, for the purpose of _____ hereafter referred to as the "Activity".

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents 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 members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/we release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury or death that may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of \$1,000,000 in effect as of the date of the Activity. I/We agree to provide proof of such insurance coverage to the Church two (2) weeks prior to the date of the Activity.

I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/We further state and acknowledge that I/we are fully informed of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Hold Harmless Agreement this _____ day of _____, 20_____.

_____ (LESSEE/Organization NAME)

BY: Signature: _____

Title: _____



PCC KITCHEN RENTAL FORM – NON-CHURCH RELATED

Date of Event				Start Time		End Time	
Event				# of Guests			
Name (person in charge)				Phone #			
Person In Charge of Walk-Through at Beginning and End of Event							
Hospitality Contact Person						Phone #	
Kitchen Rental Fee							
Kitchen Usage Fee		\$75.00		Kitchen Supervisor @ \$25/hr			
Cleaning Damage Deposit Fee*		\$200.00					
<p>*Renter is responsible for normal cleaning after the event including the disposal of trash in the proper receptacles and removal from the kitchen area and cleaning the kitchen area and all kitchen equipment (if used). Any left over food must be removed from the premises. All this is critical to the cleaning damage deposit refund. All deposits will be considered for refund after the kitchen has been cleaned and inspected for damages. The deposit will be refunded approximately two weeks after the event. Cannot use Sterno or candle to keep food hot.</p>							
Kitchen Usage Includes: Circle it				Kitchen Usage Does Not Include:			
<ul style="list-style-type: none"> •warming oven/microwave •coffee/hot water urns (rinse with hot water only-no soap) •refrigerator/freezer •serving trays (metal and plastic) •serving utensils •pitchers (plastic) •punch bowl (plastic) <p align="center">(Circle all the above items needed for event)</p>				<ul style="list-style-type: none"> •tablecloths, dish towels and linen •consumable (paper, plastic & etc. supplies) •place settings (forks, knives, spoons) •beverage supplies (coffee, tea, etc.) •condiments •aluminium foil/ziploc bags •chafing trays •glass or crystal ware, beverage dispenser 			
At the conclusion of the event, the following Kitchen Clean-up Checklist will be completed and returned to the Hospitality Team Leader.							
<input type="checkbox"/>	All kitchenware used will be washed, cleaned and returned to their respective place. If an item has been lost, damaged or broken, I will inform Hospitality						
<input type="checkbox"/>	Kitchen counters will be wiped down and cleaned						
<input type="checkbox"/>	Warming oven and oven trays will be wiped down and will be free of food spills						
<input type="checkbox"/>	All trash will be removed from the church premise						
<input type="checkbox"/>	Kitchen floors will be swept and cleaned						
<input type="checkbox"/>	Leftover food items should be removed from the refrigerator/freezer and taken off the church premises.						
Signature of Responsible Party						Date	
Signature of Hospitality Team Leader						Date	