



RENTAL CONTRACT

Grace Lutheran Church & School

1200 Charles Street • La Plata, MD 20646

301-932-0963 • 301-934-1459 (fax)

www.growingwithgrace.org

This Lease entered on _____ (date) between **GRACE LUTHERAN CHURCH** (Lessor) and _____ (Lessee) who agree as follows:

1. Lessee agrees to lease from Lessor those premises known as _____ (rooms needed) located at Grace Lutheran Church, 1200 Charles Street, La Plata, Maryland, for the purpose of _____ (type of event) to be held on _____ (date).
2. Lessee hereby agrees to abide by all rules, regulations and applicable laws (this includes but is not limited to local, state, federal and the Lessor's) during the term of this Rental Contract.
3. Fees: A rental price in the amount of _____ is due one week prior to the event. A security deposit of at least _____ made payable to **GRACE LUTHERAN CHURCH**, must accompany this Rental Contract. The deposit will be refunded within seven (7) business days.
4. Lessee shall provide a **CERTIFICATE OF INSURANCE** with Grace Lutheran Church named as loss payee. The Certificate of Insurance must accompany this Rental Contract.
5. Failure to comply with any of the terms of this Lease shall be considered a breach of the Lease by the Lessee and will result in forfeiture of all or a portion of security deposit and all or a portion of the rental based on the following:
6. Cancellation: If the Lessee cancels their reservation at least ninety (90) days before the event, all of their rental fees and security deposit will be returned. If the Lessee cancels 30 days or less before the scheduled event, Grace Lutheran Church will be entitled to keep the security deposit.
7. Lessee is responsible for returning the facility to the condition and configuration it was in prior to their activity; following all diagrams and check off sheets.
8. Lessee is responsible for any and all damages to the property of Grace Lutheran Church related to their use of the facility. If the security deposit does not cover damages, Lessee shall pay for additional damages upon demand.
9. Lessee shall indemnify and hold harmless Grace Lutheran Church, its members, legal representation, successors, and assignees from any damages, claims, attorney fees, negligent acts, injuries, or accidents that may occur on or about the leased premises, occasioned by or related to their Lease of the premises.
10. If Lessee breaks the terms of the agreement, the Lessee agrees to pay all reasonable attorneys' fees incurred by Lessor due to said breach.
11. Lessee further agrees to be bound by the following rules of the Grace Lutheran Church:
 - A. The use of tobacco products inside the facility is prohibited. Smoking is permitted only in designated areas outside the building.
 - B. All alcohol distribution and consumption must adhere to Grace Lutheran Church's written alcohol policy. This policy will be made available at your request.
 - C. No food is permitted outside of the building, unless specifically provided for in this contract.
 - D. The Lessee shall be responsible for all guests for the duration of their event.
 - E. All areas other than the specified rental areas are off limits to the Lessee and guests unless specified in this agreement.

- F. There shall be no off-site parking and no parking in other than designated parking spaces.
- G. Lessee shall make no alterations or improvements to the interior of the building or exterior of the building (this includes the hanging of decorations), without prior consent.
- H. The Lessor reserves the right to enter the premises to inspect, terminate, and remedy any problems which may occur during the use by the Lessee. In the event such an inspection discloses damages to the premises, any breach of terms of this contract, or any conduct which the Lessor, at its sole discretion determines to be inappropriate, the Lessor shall be entitled to the immediate repossession of the rented area and shall be entitled to require the Lessee and all guests on the premises to immediately vacate.
- I. Lessee shall have one (1) hour set up time, four (4) hours event time, and one (1) hour break down and clean up time. All events must conclude by 10PM (unless other prior arrangements are made).
- J. There will be no confetti, birdseed, rice or any such favors detrimental to the environment and/or the building allowed on Grace Lutheran Church's property.
- K. Lessee shall be responsible for maintaining the maximum posted seating capacity of 250 people in the Family Life Center.
- L. All injuries, no matter how minor, must be reported immediately.
- M. All catering and logistical details must be reviewed by the Director of Food & Beverage Services prior to the final approval of the event and the authorized facility agent's signature.

By the signing of this rental contract I/we hereby agree to the conditions set forth in this agreement.

Name of Lessee: _____ Date: _____
 Signature: _____ Contact Number: _____
 Address: _____
 Email: _____

Lessor: GRACE LUTHERAN CHURCH

Signature of Agent: _____ Date: _____
 Printed Name: _____ Contact Number: _____

FOR OFFICE USE ONLY

Security Deposit Received (\$250.00 due with signed contract)

Cash Amount Received _____ Date _____
 Check Check # _____ Amount _____ Date _____

Pre-Event Inspection

Comments: _____

Post-Event Inspection

Comments: _____

Insurance Information Received

Copies to: Office (white) F&B Director (yellow) Facilities (pink) Lessee (goldenrod)