

## FOUNDRY CHURCH FACILITY USER AGREEMENT

### GENERAL:

- For this agreement, references to facility include any property of the church building, furniture or equipment.
- No individual, group or organization shall use any church facilities in a way that is contrary to the mission, purpose or beliefs of Foundry Church.
- Under no circumstances will Foundry 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.
- If renter chooses to cancel event due to inclement weather Foundry Church will not refund rental fees.

### INSURANCE & DAMAGE:

- Each outside group or organization must provide a certificate of insurance with a minimum \$1 million liability coverage naming Foundry Church as an additional insured. Certificate must be turned in prior to event. If insurance is not available, every participant must sign participant release form.
- In the event of damage to the facility, renter will be held responsible for repair and replacement costs as estimated, or otherwise determined, by the executive pastor and/or operations director and shall pay the church for such repair or replacement costs upon demand.

### RENTER GUIDELINES & REQUIREMENTS:

- The transfer of permission to use the facilities to any other persons or groups is prohibited.
- Event times must be observed so renter must account for set up and clean up time of event prior to booking. Access to rented space will not be permitted prior to booking start time.
- Only spaces booked may be used for the event.
- No animals (with the exception of service animals) are allowed in the building.
- Children must be supervised by adults at all times. Renter is responsible for all conduct, damage, theft or disturbances related to rental event.
- Foundry is a smoke free and alcohol free facility. No alcohol is allowed on the property. Cigarettes, including vapors and e-cigarettes, are not permitted inside the buildings or within 10 feet of entryways.
- Renter is responsible for all event set up and clean up, including returning all items to original places.
- Renter is responsible for removing all food and trash from rented space and disposing of trash in dumpster. Dumping food in facility sinks is prohibited.
- Staples, nails, tacks and duck tape use are prohibited. Masking and painting tape is permitted. All decorations and tape must be removed at the conclusion of event.

### AGREEMENT:

The undersigned, on behalf of individual, group or organization using Foundry Church facilities, represents that he/she is a representative of individual, group or organization authorized to enter into the facilities contract between Foundry 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 Foundry 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 Foundry Church (including agents, employees, and representatives) or otherwise.

The undersigned is making application to Foundry Church for use of 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 Foundry Church facility.

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_