

Berkley Hills Agreement for Facility use By Organizations

This agreement by and between Berkley Hills, 1670 Ball Ave. NE, Grand Rapids, Michigan and _____ will take effect on _____.

Whereas Berkley Hills, located at 1670 Ball Ave. Grand Rapids, Michigan which is normally used for Church Ministries, and whereas, user desires to use the _____ for the purpose of _____, and whereby Berkley Hills has agreed to allow user to use the building provided that the following terms and conditions are met.

IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Berkley Hills hereby agrees to let User use the above described building for the use described above on _____.
2. User agrees to pay Berkley Hills \$_____ for the use of the building. This amount may be adjusted depending on the technical needs of the user.
3. User agrees to abide by any guidelines for the use of the building which are so attached. User promises and warrants that it carries liability and medical payments insurance to cover the liability and medical payments exposures resulting from User's use of Berkley Hills upon request of the Local board of Administration. User will have Berkley Hills named as an Additional Insured on User's policy and will provide a Certificate of Insurance Berkley Hills showing the church as an Additional Insured upon request of the Local board of administration.
4. One-half of all fees and deposits must be paid at the time of application. The remaining balance must be paid at least two weeks before the event. If Berkley Hills cancels an event, all fees and deposits will be refunded. If canceled by an applicant two weeks or more before the event, then one-half of prepaid fees and deposits will be refunded. If canceled by applicant less than two weeks before the event no fees or deposits will be refunded.

Berkley Hills Rental Fees

	Regular Attender	General Public
Sanctuary	\$300 (4 hours)	\$ 600 (4 hours)
Fellowship Hall/kitchen	\$200 (4 hours) *	\$ 400 (4 hours) *
Class Rooms	\$ 50 (4 hours)	\$ 100 (4 hours)

* You are responsible for bringing in your own food, dishes and other paper products, and for cleaning the kitchen (washing/drying all dishes and disposing of left-over food) after use.

Any time past the 4 hours for using Sanctuary and Fellowship Hall / Kitchen is \$50 per hour
 Any time past the 4 hours for using the classroom is \$25 (Regular Attender) and \$50 (General Public).

Unless noted fees are paid per event

Total Fee _____

Deposit _____

The remaining fee must be paid at least two week before the event

Make checks payable to

Berkley Hills
 1670 Ball Ave
 Grand Rapids, MI 49505

Date of event _____ Starting time _____ Ending time _____

GUIDELINES PERTAINING TO CHURCH PROPERTY

Times: Access to the church is available during church business hours.

Furnishings: No church owned furnishings or equipment may be removed from the building.

Decorations: Banners, risers and decorations for regular Berkley Hills programs have priority and may not be removed.

Sound/Lights: All persons are prohibited from using the sound and light boards unless they are authorized by BH Trustees.

No alcoholic beverages are allowed on church property. No smoking is allowed in the church building.

Dated this _____ day of _____, 20 _____.

 Signature of BH Representative

 Representatives Position

 Signature of Renter

 Position in Organization