

QQUMC SHORT-TERM FACILITIES-USE AGREEMENT

This agreement is between QQUMC and USER: _____

Today's date: _____ Event day(s) of week and date(s): _____

Number of people: _____ Time: _____

Activity: _____

User's information

Organization: _____

Primary contact: _____ Phone(s): _____

Address: _____ Email: _____

Secondary contact: _____ Phone(s): _____

Address: _____ Email: _____

Facilities reserved	Rate per hour or block fee	Total due
<input type="checkbox"/> Sanctuary		
<input type="checkbox"/> Classroom(s)		
<input type="checkbox"/> John Wesley Room		
<input type="checkbox"/> Chapel		
<input type="checkbox"/> Choir Room		
<input type="checkbox"/> Library		
<input type="checkbox"/> Parlor		
<input type="checkbox"/> Courtyard		
<input type="checkbox"/> Fellowship Hall		
<input type="checkbox"/> Kitchen (use of appliances)		
<input type="checkbox"/> #Tables _____ #Chairs _____		
<input type="checkbox"/> Other equipment (note below)		
<input type="checkbox"/> Security deposit		

Professional services	Rate per hour or block fee	Total due
<input type="checkbox"/> Pastor		
<input type="checkbox"/> Organist/pianist		
<input type="checkbox"/> Other musician		
<input type="checkbox"/> Instrument rental		
<input type="checkbox"/> Sound system		
<input type="checkbox"/> Other		

Total due			
Deposit due (1/3 of total + security deposit)			
Balance due one week before event		Date due	Date paid

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Violations of the following terms of this agreement may result in additional charges being incurred by User.

1. **Payment Policy:** The security deposit, if required, is due at the time of reservation and refunded after inspection, provided facilities and equipment are left in good order and all nonchurch items are removed. Unless other arrangements are agreed upon, rental fees are due one week before the event. Make checks payable to QQUMC and mail to Quapaw Quarter UMC, 1601 S Louisiana, Little Rock, AR 72206
2. **Cancellation Policy:** Cancellation less than 30 days before the event will result in forfeiture of the Security Deposit.
3. This agreement is for the use of the areas of the building/room(s) specified, for the stated purpose, and for a maximum of _____ hours (including set up and clean up).
4. Only the rooms specified in this agreement are to be used by the User. Unauthorized use of rooms or equipment will result in an additional charge to the User and/or loss of the security deposit. Rooms are to be used only for the time specified in this agreement. Use beyond the specified time will result in an additional charge to the User and/or loss of the security deposit.
5. Evening activities must conclude by 10:00 p.m. unless other arrangements are made in advance.
6. Parking is on the street. Please lock your car and do not leave valuables or items that may appear to be valuable in your vehicle. The church is not responsible for theft or vehicle break-ins.
7. This building is used as our sacred space. The User may not take down or move any items such as flags, banners, or art objects from the walls, ceilings, windows, pews, or floors without express permission in advance. If permission is granted, **the items in the rooms and/or areas involved must be put back to their original locations.**
8. Unless other arrangements are made, the User is responsible for opening and closing the building with keys borrowed from the church administrator. These keys are to be returned to the church following the end of the period of use as established by this agreement. After the building is locked for the final time, User is to drop the church keys into the locked mailbox on the exterior wall beside the second-floor entrance on the 16th St. side of the building before leaving the premises.
9. The User is not to leave exterior doors to the building unlocked or propped open and unattended at any time. **The User agrees to manually lock all doors as instructed upon leaving the premises.**
10. The User is not to allow the rooms user is renting to be used by any other person or entity.
11. Children and youth must be supervised at all times by an adult representative of the User.
12. This facility is smoke and alcohol free.
13. All areas used by the User must be cleaned up immediately after use and left in a rentable condition. **Cleaning includes wiping off tables and returning furniture, chairs, and tables to their original positions; removing any leftover rummage-sale items; and carrying any food trash to the dumpster in the alley. A dumpster key is available on a board between the kitchen windows.** If additional cleanup is required, the User will be charged for cleaning service at the rate of \$50 per hour.
14. In signing this agreement, the User agrees to indemnify QQUMC against any loss, liability, or claim resulting from use of facility by those engaged in the activity of the User as stated herein. Further, the User agrees to pay, within 10 days after the event, for repair of all damages (beyond normal wear and tear) caused to QQUMC's property by those engaged in the User's event activities.

Agreed to by User

(Signature) _____ Date: _____

Agreed to by QQUMC:

(Signature) _____ Date: _____

Denise Felton, Administrator