

Berean Presbyterian Church

2101 North Broad Street, Philadelphia, Pa 19122

215-769-5683

Rev. Michael J. Evans Pastor

RENTAL AGREEMENT FOR CHURCH FACILITIES

Client - Event Checklist

This checklist listing the clients(s) responsibilities must be reviewed, dated and signed in the designated areas by the client(s) and a representative of Berean Presbyterian Church – Rental Committee prior to the rental date.

This checklist must also be completed, initialed and dated by the client(s) and a representative of Berean Presbyterian Church – Rental Committee after the walk-through inspection is completed at the end of the rented event. If there are any discrepancies between the Client(s) and the Berean Presbyterian Church – Rental Committee, a third and/or fourth party may be called in to mediate the discrepancies. Any discrepancies that are annotated does not necessarily reflect monetary charges. Charges will be made at the discretion of the Berean Rental Committee.

A walk through with the Berean Presbyterian Church – Rental Committee representative is required before the responsible client(s) leaves the premises. If this is not accomplished in the specified time the security/damage deposit will be withheld until the facility is considered acceptable to release the security/damage deposit. Appropriate charges will be charged for anything that is deemed unacceptable by the Berean Presbyterian Church – Rental Committee representative. The renter(s) will receive a written explanation of any findings.

Consent and Release:

I have read this Agreement and hereby covenant and agree to all of the general terms and specific conditions set out and, in particular, hereby covenant and agree that I am personally responsible and obligated to pay all charges due the Berean Presbyterian Church in accordance with the conditions

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outlined therein. I further acknowledge and agree that any breach of any of the conditions may result in the termination of my right to use the Premises at the discretion of the Berean Presbyterian Church .

_____	_____	_____	_____
Renter(s)	Date	Initials	Date
_____	_____	_____	_____
Renter(s)	Date	Initials	Date

In consideration of the covenants and agreements made by the Applicant, I hereby accept this application on behalf of the Berean Presbyterian Church so as to permit the Applicant the right to use the Premises at the time or times specified there in.

_____	_____	_____	_____
Berean Presbyterian's Event Manger	Date	Initials	Date

Berean Presbyterian Church and it's Event Managers wish for our guests to have a beautiful, fun, and memorable event, but request that the Berean Presbyterian Church, furnishings, and outside areas be treated with respect and kept in a beautiful condition for our next guests.

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SANCTUARY

_____ All floors checked for stains/damage

_____ All decorations removed

_____ No balloons in the Sanctuary

_____ All candles MUST be contained

ANDERSON HALL

_____ All floors checked for stains/damage

_____ All trash placed in trash cans provided

_____ All decorations removed

_____ All helium balloons removed from the building (this is a MUST)

_____ All candles MUST be contained

CLASS ROOMS

_____ All floors checked for stains/damage

_____ All trash placed in receptacles provided

_____ All decorations, handouts, etc. removed

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A/V EQUIPMENT

_____ A/V equipment returned

_____ Extension cords returned

KITCHEN

_____ Counters wiped clean

_____ Sink(s) wiped clean (drains free of debris)

_____ Ovens/Stoves turned OFF

_____ Stove top/oven wiped/scrubbed clean

_____ Refrigerator emptied of items brought in by renter/caterer

_____ Refrigerator wiped clean

_____ All floors checked for stains/damage

_____ Trash placed in receptacles provided

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PARKING LOT

- _____ Trash placed in receptacles provided
- _____ General parking lot checked and free of debris
- _____ All personal items removed from the premises

_____	_____	_____	_____
Initials	Date	Initials	Date
_____	_____		
Initial	Date		
_____	_____	_____	_____
Initials	Date	Initials	Date
_____	_____		
Initial	Date		