

## FACILITY RENTAL AGREEMENT

### INTRODUCTION

This policy is a guideline for the ways in which Real Life Sango may make its facilities, resources, and equipment available for Real Life members and non-members. All questions regarding this policy may be directed to [megan@reallifesango.com](mailto:megan@reallifesango.com)

At Real Life Sango, we love our city. We believe that God has blessed us with a space to be used for His ministry. In order to best steward this resource, we prioritize facility use as follows:

Worship Gatherings  
Internal Ministry Events  
Real Life Sango Members  
Ministry Partners  
Others

Being a church that is growing, things may come up for our church that require us to cancel an existing facility reservation. We need the flexibility to do this. We are not a venue, we are a local church with organic and active ministry taking place. As such, we are unwilling to market for any event outside of the scope of Real Life Sango ministries. In order to honor and respect existing reservations, we will offer as much notice as possible regarding any necessary change. Please consider this when choosing to use our space.

### RENTAL GUIDELINES

Church facilities are given utmost priority to regularly scheduled events of our church. When facilities are not in use, Real Life Sango reserves the discretion of making facilities available for rental.

*Real Life Sango staff or elders may decide who qualifies for facility use under this agreement and may cancel facility use agreement at any time without prior notice.*

### STANDARDS OF CONDUCT

1. Under no circumstances will tobacco, vaping products, alcohol, violent or verbally abusive behavior be permitted on Real Life premises.
2. All events using Real Life facilities must adhere to the church policies stated here, [values](#), [statement of faith](#), and behavioral conduct standards.
3. Any person not abiding by standards of conduct or engaging in illicit activity previously mentioned will be asked to leave the premises. Authorities may be notified depending on the circumstances.
4. God is to be honored by all activities taking place within Real Life Sango's facilities.

### EVENT REQUESTS

1. All request reservations are received on a first come, first serve basis.

2. All requests must go through administration via email request or online request form. Each request will be considered alongside the church events calendar and an approval/denial reply will be sent via email.
3. The reservation will be secured upon completion of this rental agreement and deposit (if applicable).
4. Non-sponsored groups utilizing the Worship Center or Flex spaces with groups over 100 will be asked to provide a certificate of liability and property damage insurance (\$1 million policy required).

RENTAL FEES & REGULATIONS

1. Please refer to the separate Facility Use Price Sheet for updated pricing. There will be a minimum of 3 hours payment to the applicable parties needed for event rental (i.e. A/V production, cleaning, venue coordinator).
2. A 50% deposit of minimum fees owed is required at the time of booking to secure reservation. The remaining balance of facility fees will be due 1 week prior to the event.
3. Deposits will be forfeited if there is an event cancellation less than 72 hours from the scheduled event.
4. Saturday night events will have a firm stop time of 8 PM so as to have ample time for Sunday worship gathering set up.

A/V NEEDS

1. All A/V equipment (lighting, sound, and video needs) must be operated by a trained member of our production team at Real Life Sango. A/V needs must be requested at the time of reservation.

EVENT SET-UP, DECOR, & CLEAN UP

1. Individuals will be responsible for their own set up and tear down of decorations.
2. Decorations are to be approved by the Events Coordinator or Director of Operations prior to set up, as well as any movement of furniture or musical equipment.
3. Decorations are to be self-sustaining (i.e. no hanging or adhering command strips to walls or church owned furniture).
4. All decor must be removed immediately following the event in order to prepare for regularly scheduled activities that take place in the church building weekly.
5. All bulky trash that is unable to fit in the designated trash receptacles must be hauled away following the event by the responsible party.
6. All moved furniture or stage equipment must be returned to its original state following the event, unless otherwise stated by the Events Coordinator.

*I have received a copy of the Facility Rental Agreement, and I agree to the terms and conditions contained therein.*

Signature of Responsible Party: \_\_\_\_\_ Date: \_\_\_\_\_

## Price Sheet

The prices to use our facility will vary based on the size of the event, as well as what procedures we feel need to take place to ensure success, based on your initial request submission. These prices are per use.

Below is our price breakdown, please select the options that are relevant:

Base Fee \$150

Church Member Discount \$25

Worship Center/Bathroom/Lobby Clean Up \$75

Real Life Kids Clean Up \$75

Officiant Honorarium to be Coordinated with Officiant  
(Weddings/Funerals)

A/V Production Director \$150

### Additional details:

- Decorating: Please do not use any tape or glue to hang decor. This can damage the walls.
- Clean Up Fees: Any event that allows food and drinks must pay for a clean-up of the area in which food and drinks were allowed. If you wish to exclude this fee, we ask that you do not allow food or drinks in the space you are renting. You must remove any decorations, leftover food or trash. (The dumpsters are located behind our building.)
- Table/Chair Set Up: If you are using our tables or chairs, you are responsible for keeping them in good standing and returning them where you found them.
- Keys: You are responsible for opening the space and space set up/reset. This means, the key holder needs to complete the required background check, then the key check out process prior to your event. If the event will be recurring, then you may be approved to hold onto the key until you are done using our space for your recurring event. All individuals checking out keys (one time or recurring) must complete a background check.
- AVL (Audio, Video, Lights) Usage: This price includes a member of our approved and trained tech team to operate it on your behalf. Only individuals approved by Real Life Church are allowed to operate our technology. Any stage reconfiguration, or movement of technology, must be approved by the Real Life Sango and may only be conducted by the assigned tech member. If our team is not available for your event, we will not be able to offer AVL options.