

**NON-MEMBER RENTAL AGREEMENT BETWEEN
JUNIPER LEVEL MISSIONARY BAPTIST CHURCH (JLMBC) and/or
PANTHER BRANCH ROSENWALD (ROSENWALD SCHOOL)**

Conditions:

1. Purpose of Use:

The JLMBC and/or Rosenwald School may be used but is not limited to the following events. Events not listed below are subject to approval by the Sr. Pastor and Rosenwald Board .

**Class Reunions
Concerts (Gospel and/or Christian)
Conferences
Family Reunions
Funerals
Meetings
Plays/Dramas (Gospel and/or Christian)
Weddings
Worship Services
Workshops**

2. Marriage:

Rosenwald School is the sole property of Juniper Level Missionary Baptist Church Juniper Level Missionary Baptist Church believes and accepts the teaching of the Bible on the subject of marriage. We believe the biblical teachings on the subject of marriage is the union of male and female in holy matrimony; not a union of male and male or female and female. God made Adam and Eve (male and female) and told them to subdue the land and replenish the land by having children. (Genesis 1:26-28, Genesis 2:18, 21-25, Genesis 4:1. Genesis 5:1-2, Jeremiah 29:6, 1 Corinthians 7:2-4) Because this standard was administered by the Word of God, we will only perform and accept marriages and/or courting relationships based on this precedent. This belief applies to The Panther Branch Rosenwald School as it is the sole property of Juniper Level Missionary Baptist Church

3. Occupancy:

Maximum occupancy for Rosenwald School is not to exceed 150 persons.
The total number of persons attending any event must be kept to or less 150 persons in order to comply with fire and county/city regulations. Any unauthorized use of these areas will result in forfeiture of a portion or all of the security/damage deposit.

4. One Day Event Insurance:

This is liability insurance to protect the event holder and the venue in case of claims resulting from property damage or injuries that occur during the event. Juniper Level will obtain the insurance through our carrier Brother Hood Mutual. Coverage will be obtained no later than two days prior to the event.

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5. Concierge:

A concierge is an individual who will be on site to open the venue, close the venue and assist with any needs or concerns that may arise. The rate for the Concierge is \$15 per hour.

6. Damages:

Damage deposit is fully refundable if the event takes place and the facility is returned in the same condition as received, based on a pre and post-event on-site inspection and approval of checklist. Renter(s) and Rosenwald School representative each shall receive a copy of the contract, including the completed checklist, signed by both parties. Any post-event damages are deducted from the security/damage deposit.

a. Renter(s) is responsible for:

- Any loss or damage incurred to the Premises by their helpers, hired staff, other service providers and their guests, if the security/damage deposit is not sufficient to cover them.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings.
- removal of trash to disposal bin.

The \$150.00 security/damage deposit is not applied to the event fees. This deposit shall be retained by JLMBC, Rosenwald School until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be refunded within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of JLMBC, Rosenwald School. Renter(s) shall be notified in writing of the loss or damage as well as the amount of the deposit to be forfeited. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$150.00 deposit. By renting the facilities, renter(s) are assuming all risk and liability for any damage done to persons or property or visitors occasioned by the present or future condition of the premises, both latent and manifest. Failure to comply and/or cover expenses exceeding the \$150.00 will result in you forfeiting any future use and/or rental of the facility.

7. Deposits/Payments:

The deposit, event fees and/or other fees may be paid in cash, personal check, money order, cashier's check and/or credit card. Payment made with a personal check must be paid at least fifteen (15) days prior to the date of the event. Any personal check not honored by the bank may result in cancellation of the event, unless the deposit, rental fees, or other fees, plus assessed bank service charges, are paid in cash within five (5) days after notice to the renter(s). All parties agree that the security/damage deposit cost will be deposited into any business account of JLMBC.

8. Cancellations:

If renter(s) cancel for any reason within fourteen (14) days prior to the event date, all parties agree that a \$150.00 processing fee will be charged for cancelled reservations. If renter(s) cancel for any reason on or between fifteen (15) days to thirty (30) days prior to the event date, all parties agree that a \$75.00 processing fee will be charged for cancelled reservations. Any remaining event fees, or other applicable fees, paid in advance, shall be fully refunded to renter(s) within two (2) weeks of cancellation.

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Exceptions may be granted to return the security/deposit fees in full to the renter(s) for extenuating circumstances. Such request must be submitted in writing to JLMBC. Exceptions will be determined, granted and/or denied by the Pastor and Rosenwald Board at the time the request is made. Renter(s) will be notified in writing within fifteen (15) days of the request. If the request for full refund is granted, a check will be attached to the letter, however; if the request is denied, the letter will state reasons for the denial.

If JLMBC, its officers, affiliates, agents, servants, employees, its personal representatives, successors and assigns agents must cancel any event for any reason that is not due to cancellation by renter(s) or renter(s)'s non-payment or non-compliance of the terms and provisions of this Rental Agreement, a full refund of the deposit, and/or other applicable fees paid by renter(s), shall be refunded to renter(s) within five (5) days of cancellation by JLMBC, Rosenwald School is hereby released of any further liability from any and all foreseeable or unforeseeable damages.

9. Check-in and check-out Time:

Check-in and check-out times are strictly enforced to prepare JLMBC and/or Rosenwald School for other scheduled events. There will be a fee assessed of \$75.00 if building is not vacated at contract end time. \$75.00 will be assessed every thirty minutes until vacated the building.

10. Set-Up Time:

The renter(s) will be allowed two (2) hours of set-up time prior to the event and on the day of the event only. A \$25.00 per hour set-up fee will be charged if the renter(s) request set-up time on days other than the date of the event, (for example) if the event is on Saturday and the renter(s) request to set up on Friday evening, there will be a \$25.00 per hour additional charge. The fee will be determined at the time the request is made.

11. Use of Property:

Upon arrival, the responsible party for the rental must check-in with the office staff prior to setup to review responsibilities and policies. The responsible party will be held accountable for the action of all the rental participants.

Please note that the renter(s) is responsible for the setup of the facility prior to the event only. Renter(s) will not be responsible for taking down any tables and/or chairs and the end of the event. JLMBC, Rosenwald School staff will be responsible for taking down any tables and/or chairs at the end of the event.

All items brought in by renter(s) must be removed by renter(s) prior to check-out time.

No property belonging to JLMBC, Rosenwald School shall be moved or taken outside by renter(s) or their guests; otherwise, renter(s) shall forfeit all or part of the \$150.00 deposit at the discretion of JLMBC, Rosenwald School. JLMBC's, its officers, affiliates, agents, servants, employees, its personal representatives, successors, assigns, owners, or agents shall have the right to access and may be on the premises at any time for the purposes of inspection, supervision of building and grounds, security, management, or other purposes.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all times.

Sorry, no pets are allowed on the property of JLMBC, Rosenwald School.

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12. Noise Ordinance:

Loud activities should be kept to a minimum so that you do not disturb other members and guests at the facility or in the surrounding area.

13. Cleaning/Clean-up:

The JLMBC, Rosenwald School and associated facilities will be delivered professionally cleaned to the renter(s). The renter(s) is expected to return them in the same condition as received. Professional Cleaning services will be provided by JLMBC Rosenwald School at the end of each event. No cleaning services are provided during the event.

The following general cleaning is required at the conclusion of the rental:

- a. Pick-up all trash both inside and outside of the building.
- b. Bag all trash and leave it by the back door (on the inside of the building).
- c. Put clean trash liners (bags) in trash cans.
- d. Wipe down all tables and countertops.
- e. Remove all decorations, balloons, and other party materials.
- f. Remove all food and other items from the kitchen and refrigerator that was brought by your group.

14. Smoking:

No smoking is allowed anywhere on the property of JLMBC, Rosenwald School (including buildings, grounds, and parking lot). JLMBC is a smoke-free facility. **This rule will be strictly adhered to.**

15. Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of JLMBC, Rosenwald School (including buildings, grounds, and parking lot). In compliance with the Church Covenant, this facility is a non-alcoholic facility. **This rule will be strictly adhered to.**

16. Weapons/Firearms:

Weapons and/or firearms are prohibited from anywhere on the property of JLMBC, Rosenwald School (including buildings, grounds, and parking lot). **This rule will be strictly adhered to.**

17. Catering:

The renter(s) is responsible for making his/her own arrangements with the catering provider. JLMBC, Rosenwald School must be provided with a list of caterers and/or other vendors that will have access to the facility. This information must be provided at least seven (7) days prior to the event.

18. Decorations:

The following rules are applied and must be followed by all renter(s):

1. No staples, thumb tacks or nails in furniture or on the walls

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2. No repainting of walls
3. Surplus chairs and tables are to remain in the building or in the designated storage area, not exposed to the elements.

19. Parking:

Parking area is available for use at all events at no extra charge. Parking is subject to parking signs and regulations.

20. Hours of Operation:

The hours of operation is **Sundays** 2:00pm until 10:00pm.
The hours of operation Monday through Thursday are 8:00am until 10:00pm.
The hours of operation Friday and Saturday are 8:00am until 11:00pm.

21. Wireless Internet Services:

Wireless internet services are available upon request at no extra cost to the renter(s).

22. Sound and Audio Visual – Equipment Rental:

The following equipment is included in the rental cost.

- One - Podium and Microphone
- One - Wireless hand held microphone
- One - Wireless microphone
- One - LCD Projector and screen (**when available**)
- One - Overhead Projector (**when available**)

Video equipment and services are available at an additional cost. Cost will be provided at the time the request is made.

23. AV and Sound Technician - \$25.00 per hour

Our technician is required when our equipment is being used to ensure proper usage and protection of the equipment.

24. Musician(s) - \$25.00 per hour.

A Musician is to include a Pianist, Saxophonist and Drummer. The request is only upon the availability of the Musician.

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25. Security - \$25.00 per hour

Security is available upon request and the purpose is to secure the venue and occupants during the event.

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Rental Rates:

Rosenwald Banquet Room A	per Hour	\$150.00
Rosenwald Banquet Room B	per Hour	\$150.00
Rosenwald Banquet Room B w/ Green Room	per Hour	\$175.00
Rosenwald Banquet Room A&B	per Hour	\$200.00
Rosenwald Banquet Room A&B w/Green Room	per Hour	\$225.00
Rosenwald Banquet Room A	half Day	\$500.00
Rosenwald Banquet Room B	half Day	\$500.00
Rosenwald Banquet Room B w/ Green Room	half Day	\$575.00
Rosenwald Banquet Room A &B	half Day	\$660.00
Rosenwald Banquet Room A &B w/ Green Room	half Day	\$775.00
Rosenwald Banquet Room A	Full Day	\$975.00
Rosenwald Banquet Room B	Full Day	\$975.00
Rosenwald Banquet Room B w/ Green Room	Full Day	\$1050.00
Rosenwald Banquet Room A &B	Full Day	\$1375.00
Rosenwald Banquet Room A &B w/ Green Room	Full Day	\$1575.00

A half day is equal to four (4) hours

A full day is equal to eight (8) hours