

SAMPLE RENTAL AGREEMENT

St Luke's Episcopal Church, Excelsior Springs

THIS RENTAL AGREEMENT is made and entered into on this ____ day of _____ in the year of our Lord 20____, by and between St Luke's Episcopal Church (hereinafter referred as "the Church") and _____ (hereinafter referred to as "Renter[s]"), detailed as follows:

We, the undersigned, witness and mutually agree to the following terms and conditions:

1. Premises. That the Church leases unto Renter(s) the premises known as St. Luke's Episcopal Church, located at Regent Street and Kansas City Avenue in Excelsior Springs, Clay County, Missouri.
2. Term. The term of this rental agreement shall be from 9:00 a.m. on _____ until 5:00 p.m. on _____ .
3. Security Deposit. Upon the execution and submission of this Rental Agreement, Renter(s) shall pay a deposit to the Church the sum of TWO HUNDRED FIFTY DOLLARS (\$250.00) as a security for any damages to the premises. Such deposit shall be returned without interest, if in the Church's sole discretion and option, all of the obligations of Renter(s) under this Rental Agreement have been fulfilled.
4. Rent. In addition, Renter(s) agree to pay the Church as rent for the premises the sum of FIVE HUNDRED DOLLARS (\$500.00) upon the execution and submission of this Rental Agreement. The amount of TWO HUNDRED FIFTY DOLLARS (\$250.00) shall be non-refundable in the event of cancellation by Renter(s).
5. Use. Renter(s) agree that the premises shall be used by Renter(s) for the sole purpose of THE WEDDING CEREMONY AND WEDDING CEREMONY REHEARSAL of _____ and _____ and for no other purposes whatsoever. The premises specifically shall not be used for a wedding reception.
6. Common Areas. Renter(s) shall have the right to nonexclusive use, in connection with others, of the parking area located adjoining the north side of the church's garden fronting Kansas City Avenue, in addition to walkways to and from the church building.

7. Obligations of Renter(s). Renter(s) shall:

- a. Secure a key from the Church's Wedding Host not less than 24 hours before the wedding.
- b. Return the key to the Church's Wedding Host not more than 24 hours after the wedding.
- c. Restore the building and furnishings to the state in which they were found.
- d. Turn all lights and fans off upon departure from the building.
- e. Return building thermostats to the unoccupied settings.
- f. Lock all doors.
- g. Remove all trash.
- h. Turn off organ.
- i. Remove flowers.
- j. Extinguish all candles except the sanctuary lamp.
- k. Provide their own sacred vessels and furnishings, such as candelabra, etc.
- l. Provide for the removal from the worship space (nave, chancel, and sanctuary) all additional sacred vessels, candelabra, or furniture imported for the wedding before the party leaves the church, and from the premises no later than the 24 hours after the completion of the wedding.
- m. In the event that the wedding takes place on a Saturday, the building and furnishings shall be returned to their original state BY 9 P.M. ON SATURDAY, in preparation for Sunday services.
- n. Refrain from the use of rice when showering the couple.
- o. Clear the walkways of any other substances used for showering the couple.
- p. Refrain from the use of alcohol and tobacco on the premises.

8. Hold Harmless. Renter(s) agrees to defend, pay on behalf of, and hold the Church harmless from all claims of whatsoever nature or kind arising out of or as a result of any act or failure to act, whether or not negligent, in connection with the terms of this Rental Agreement and Renter's(s') use of the premises.

9. No Assignment or Subletting. Renter(s) shall not assign this Rental Agreement, in whole or in part, nor sublet all or any part of the premises, or permit the use of any part of the premises, by any other person, firm, or entity.

10. Applicable Law. This Rental Agreement shall be construed under the laws of the State of Missouri.

IN WITNESS WHEREOF, the parties hereto have executed this Rental Agreement under their respective seals as of the day and year first above written.

ST LUKE'S EPISCOPAL CHURCH

Signature of Vicar, Warden, or Wedding Host: _____

Printed Name: _____

Title/Position: _____

RENTER(S)

Signature of Renter: _____

Renter's Printed Name: _____

Renter's Address: *(Street/Unit/Box)* _____

(City, State, ZIP) _____

Renter's Phone Number: _____

Signature of Renter: _____

Renter's Printed Name: _____

Renter's Address: *(Street/Unit/Box)* _____

(City, State, ZIP) _____

Renter's Phone Number: _____

<i>FOR OFFICE USE ONLY</i>	Amount (\$)	Check # / Cash	Date	By (Initials)
Deposit				
Rental Fee				
Deposit Returned				