

THE FELLOWSHIP HOUSE
1818 West 57th Street
Indianapolis, Indiana 46228

Property Owner:
Sacred Path Church
PO Box 88608
Indianapolis, IN 46208

Request for Building Use

Today's Date: _____

Group Name: _____ Profit Nonprofit

Address: _____

Phone: _____ Email: _____

Website: _____

Contact Name: _____

Address: _____

Phone: _____ Email: _____

Type of Event: _____ Ongoing One-time

Event Date(s): _____ Times: _____

of People: _____ Age Group: _____

Which rooms/areas do you expect to use during your event?

- | | | |
|--------------------------------------|----------------------------------|---|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Kitchen | <input type="checkbox"/> Religious Education Room |
| <input type="checkbox"/> Social Hall | <input type="checkbox"/> Nursery | <input type="checkbox"/> Outdoor Deck |

What special facility needs or uses, if any, will you have during your event? _____

Reviewed/Approved by:

Name: _____ Signed: _____ Date: _____

Guidelines for Use of Facilities for the Fellowship House owned by Sacred Path Church

1. All requests for rental space must be confirmed in writing using the form provided.
2. The total number of people attending any event at the facility must be kept to fewer than 80 persons in order to comply with fire and city/county regulations.
3. Potential renters must make arrangements to meet with the Rental Manager at the facility in order to determine the suitability of the space for the renter's purposes as well as receive an orientation to the property.
4. Each group must sign a contract for space rental and a waiver and release of liability.
5. All ongoing rentals will be reviewed for renewal in September of each year.
6. The attached schedule of fees applies to all building use. These fees help to defray the cost of items such as utilities, insurance, maintenance, repairs, security, improvements, and janitorial services and supplies.
7. Payment for the initial use of the facility will be made when the contract is signed and is refundable up to one (1) week prior to the event. If the event is cancelled within one (1) week of its start time or if the renter is a no-show, the payment will be forfeited.
8. Payment for subsequent uses of the facility can be made via check made payable to Sacred Path Church and mailed to PO Box 88608, Indianapolis, IN 46208. Payment must be received within ten (10) days after the event. Renters will be responsible for reimbursement of any returned check fees for nonsufficient funds.
9. Rental fees are subject to change at any time and will be reviewed in September of each year. The Sacred Path Board will make a good faith effort to provide reasonable notice of any increases in fees to recurring renters.
10. Rental periods include set up time and clean up time. Out of courtesy to other renters, renters cannot enter the building more than ten (10) minutes prior to the rental start time or remain in the building longer than ten (10) minutes after the rental end time without incurring additional fees.
11. Renters are expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, lights turned off, thermostat set appropriately, and doors and alarms secured at the end of each use. Sacred Path Church reserves the right to charge a reasonable cleaning fee and/or cancel an ongoing rental arrangement if these expectations are not met.
12. No alcoholic beverages may be consumed on the property without prior written approval.
13. No food or drink is allowed in the Sanctuary with the exception of religious sacraments. No food or drink may be stored on the property either before or after the event. Any food or drink left on the premises will be discarded.
14. Any furniture moved during the event will be reset to its initial position.

15. Renters may not store equipment or materials at the facility without prior written approval.
16. The facility is a non-smoking facility. There is absolutely no smoking in the building.
17. The church office is private and is not part of the space available for rent.
18. Renters and their guests shall at all times conduct themselves in a manner in keeping with the character of a house of worship and shall obey all laws, regulations, and ordinances affecting the property or the use of the space.
19. Renters shall not use the property for any illegal purposes. Nudity and sexual activity are strictly prohibited on the premises.
20. Renters understand that the property is located in a residential neighborhood and shall keep their activities to a reasonable volume so as not to disturb surrounding residents.
21. Renters and guests of the property are reminded of the church's policy that all persons are welcome without regard to age, race, sex, sexual orientation, gender identity or expression, disability, nationality, religion, or creed. Any deviations from this policy must have prior written approval.
22. All events will be slated to end no later than 10:00 p.m. unless given special permission via prior written approval.

FELLOWSHIP HOUSE FEE SCHEDULE
As of January 1, 2016
All Rates Subject to Change at Any Time

The Fellowship House is currently made available for rent in the following four-hour blocks of time:

	Core Hours	Sun	Mon	Tue	Wed	Thu	Fri	Sat
Morning Block	8 AM- 12 PM	\$40	\$25	\$25	\$25	\$25	\$25	\$40
Afternoon Block	1 PM - 5 PM	\$40	\$30	\$30	\$30	\$30	\$30	\$40
Evening Block	6 PM - 10 PM	\$40	\$40	\$40	\$40	\$40	\$40	\$40

The start time is when you gain access to the building and begin any setup. The end time is when you have completed clean up and are exiting the building.

Any use of the core hours of a block would interfere with the rental of that block and will result in being charged for the entire block.

Rental fees are subject to change at any time and will be reviewed in September of each year. The Sacred Path Board will make a good faith effort to provide reasonable notice of any increases in fees to recurring renters.

FELLOWSHIP HOUSE RENTAL AGREEMENT

Owned by Sacred Path Church

I agree to represent the following named group _____
with respect to all matters concerning use by the members and guests of the group of the Fellowship House located at 1818 West 57th Street and owned by Sacred Path Church, PO Box 88608, Indianapolis, Indiana 46208.

I further guarantee deposit and/or payment to Sacred Path Church for use of the space as follows:

Payment amount to be amount listed in the current Fellowship House Fee Schedule at the time of rental based upon the particular dates and times selected. Payment can be made via check made payable to Sacred Path Church and mailed to PO Box 88608, Indianapolis, IN 46208. Payment must be received within ten (10) days after each event. I agree to be responsible for reimbursement of any returned check fees for nonsufficient funds.

I have read the **Guidelines for Use of Facilities for the Fellowship House owned by Sacred Path Church** and agree to observe and abide by these guidelines. I agree to sign a **Waiver and Release of Liability**.

Sacred Path Church reserves the right to cancel any scheduled activity with 48 hours notice given in order to accommodate any church activity. Sacred Path Church also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to Sacred Path Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

X _____
On Behalf of Group

Date

Name (printed) of Group Representative

Phone

X _____
On Behalf of Sacred Path Church

Date

Name (printed) of Sacred Path representative

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by Sacred Path Church to use the facilities owned by the Church, under terms as outlined in **Guidelines for Use of Facilities for the Fellowship House owned by Sacred Path Church** and **FELLOWSHIP HOUSE RENTAL AGREEMENT**, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive, release, and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against Sacred Path Church, its members, Board, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save, hold harmless, and indemnify Sacred Path Church from any and all third party claims, liability, or damages for anything and everything whatsoever occurring from or out of the use or occupancy of the property by us, our employees, customers, guests, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

X _____
On Behalf of Group

Date

Name (printed) of Group Representative

Phone

Group Name

Address