

Greater Coleman Temple COGIC Non-Member Rental Agreement

Rooms and Sanctuary

DISCLAIMER: OUR FACILITY DOES NOT HAVE CENTRAL AIR

- **Church Sanctuary:** Seats 700 people. The room is equipped with a top notch audio/visual system. Has an accessible balcony for media, photography, and video recording. There is a cry room located in the sanctuary vestibule.
- **Gym/Fellowship Hall/Theatre:** P.A. system accessibility, seats approx. 150 people (BANQUET). It is equipped with banquet style table/chairs. *Special Arrangements can be made for larger amounts.*
- **Classrooms (approx. 12):** These can be used for educational or meeting purposes.
- **Multipurpose room:** Food/Drink/Refrigerator/Microwave accessibility. It serves as a conference room, meeting room, or private banquet room.

Steps for Booking

Check the web calendar to see if the space you need is available. Note that booking on weekends and statutory holidays are dependent on us making staffing arrangements, and regularly, but may not contain the latest or pending bookings.

If the space is available and you want to book, please complete the following information either on the Booking Request Form or (via) fax, so that we can give you a quote. Rates depend upon the day of the week, length of booking, nature of your group (profit/non-profit), and any special setup arrangements.

PLEASE NOTE: There is a **\$150.00 deposit** for weddings, concerts, special services, or banquets.

PLEASE NOTE: There will be an added service charge of 17% added to bill for pre-set-up supervision and post-set up supervision.

Additional Amenities

Additional nominal charges apply at Greater Coleman Temple COGIC for the use of:

- Kitchen use
- TV with VCR/DVD player
- Instruments (Organ, Motif 8, 7 piece Drum set, Bass rig, Guitar rig)
- Audio/Visual Engineers*
- Security*
- GCT Catering Service
- GCT Catering Service
- Waste Removal

* GCT Audio/Visual Technicians must run sound for any outside events that require the use of the sanctuary. A nominal cost of **\$50.00 per hour** will be added as an expense to your rental agreement. You do hold the option of contracting an outside sound engineering company, but it must be approved by the facility manager.

* GCT Security will be present at all outside events held at the church. If you have your own security team, you can opt to use them, but a member from our security team will be in place to assist you.

Building supervision for rental outside of normal operating hours will be charged and additional \$50.00/hour.

Please fill in appropriate information. Thank you.

Date(s) Requested: _____

Greater Coleman Temple COGIC
World Outreach Campus
2405 Bay Road
Saginaw, MI 48602
Office (989) 752-2955

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Event start time: _____ Event end time: _____

Please circle the appropriate choice for rental. Thank you.

Room(s) requested:

- a) Church Sanctuary
- b) Gym/Fellowship Hall/Theatre
- c) Classrooms (how many): _____
- d) Multipurpose room
- e) Other: _____

Number of Tables: _____ Number of Chairs: _____

What is the nature of the event you are planning for?

Please circle the appropriate event. Thank you

- a) Concert
- b) Wedding
- c) Special Service
- d) Meeting
- e) Lecture
- f) Workshop
- g) Conference
- h) Other: _____

Please provide a brief description of your group, preferably a mission statement and/or your profit/non-profit status.

Number of people expected: _____

Will you need any extra Amenities for your event?

Please circle the appropriate letter(s) for Additional Amenities. Thank you.

- a) Kitchen use (pay for rental of space, no catering service included)
- b) TV with VCR/DVD
- c) Instruments (Organ, Motif 8, 7 piece Drum set, Bass rig, Guitar rig)
- d) Audio/Visual Engineers*
- e) Security*
- f) GCT Catering Services (full service catering)
- g) Custodial Care (Waste Removal and Cleanup after event)

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Contact Person: _____

Company/Church/Org.: _____

Address: _____

Contact Person Phone #: () _____ - _____

Contact Person email: _____

Please select the following choice:

I will pay the deposit by:

- a) Check
- b) Money Order
- c) Cashiers Check

Please make out your checks and money orders to:

Greater Coleman Temple COGIC

Room Breakdown and Price Sheet

Room	Seating Capacity	Cost
Church Sanctuary	600-700 People	\$750.00
Gym/Fellowship Hall	50-150 People	\$450.00
Kitchen		\$100.00
**Classrooms (10)	10-25 People	\$20.00 - \$50.00 per / room
Multi-purpose room	25- 45 People	\$100.00

** There is a fee of \$50.00 for classroom rental ONLY.

** If event exceeds scheduled time limit, room rates change to \$25.00/hr.

Amenities Price Breakdown

- Audio/Visual System: \$50.00 per hour
- Security: \$20.00

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Indemnification

To the fullest extent of the law, the Sponsor shall indemnify and hold harmless the Facilities Manager, herein identified as (FM), Greater Coleman Temple Church, herein after identified as (GCT) members, its officers and employees, from any claims, damaged losses, and expenses, just or unjust, including, but not limited to cost of defense, including attorney fees, arising out of the performance of this agreement, provided that any such claim, damage, loss and/or expense: 1) attributable to be bodily injury, sickness, disease, or death, or to injury to or destruction of tangible property, including the loss of thereof, and 2) is caused in whole or in part by any negligent act or omission of the Sponsor, anyone directly or indirectly employed by it, or anyone for whose act it may be liable, except to the extent that is caused by the Facilities Manager, Greater Coleman Temple COGIC, its officers, and/or employees.

Termination by Facilities Manager

The Facilities Manager may terminate this Agreement without prior notice to the Sponsor under the following circumstances:

- a) The Sponsor fails to comply with one or more terms or conditions of the Agreement; or
- b) The Facilities Manager determines that the Sponsor has made misrepresentations Greater Coleman Temple COGIC in connection with its use or occupancy of GCT and associated facilities.
- c) The Proposed use is deemed not consistent with the interests of Greater Coleman Temple COGIC and the welfare of its members.

Termination by Sponsor

The Sponsor may terminate this Agreement, provided such termination is provided in writing at least **three (3) weeks** prior to the date scheduled for use. In the event of termination without the requisite three week notice in writing, the sponsor shall forfeit the amounts specified as liquidated damages to Greater Coleman Temple COGIC as compensation for the churches anticipated losses in failing to rent the church and unavoidable costs as shown in the Fee Schedule. Notwithstanding the foregoing, Greater Coleman Temple COGIC shall not be required to account or otherwise offset any revenues it may receive in the event of such termination.

Amenities

The use of Greater Coleman Temple COGIC includes the use of all/or part of the Sanctuary, Gym/Fellowship Hall, Classrooms, Multi-purpose room, Kitchen, Audio/Visual System, and Instruments unless the Sponsor has received permission for use and/or tendered payment according to the Rental Agreement's Amenities list.

Security

GCT WOC will not be responsible for the damage or loss of equipment or articles left in the church prior to, during, or following your event. Arrangements must be made in advance for security of exhibits, merchandise, valuables or articles set up for display. Please consult the Facility Manager for assistance with security needs and concerns. Any damages concurred during event shall result

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