

Matthew 25 Groundswell
Rental Application and Agreement

1. Organization/Individual Making Rental Request:

Renter Name: _____ Organization: _____
Address: _____ Phone: _____
_____ E-mail: _____

2. Purpose of rental: (concert, party, meeting, etc.) _____

Will you be using the kitchen? Yes No

Do you want Matthew 25 to provide concessions for the event? Yes No

Date(s): _____ Days(s) of Week: _____

Time(s) (include set-up and clean-up): Start _____ AM or PM End _____ AM or PM

Approximate Number of Guests: _____ Room Capacity is 200 persons per fire code.

For youth events, please refer to supervision guidelines (2 adults minimum and 1 adult:15 youth ratio).

of Adults: _____ # of Youth under 18: _____

Facility space, equipment/items requested for use (overhead projector, dishes, etc.):

Decorations: _____

3. Payment: Make checks payable to Matthew 25 Ministry Hub

Reservation Fee: \$50 due and payable immediately to secure reservation

Paid Receipt # _____

Rental Fee: Due in full 2 weeks before the event

Base Fee	\$50 x _____ (# of hours- first hour)	\$ _____
Total Amount Due		\$ _____

Paid Receipt # _____ or Billed Invoice # _____

Copy of Signed Rental Guidelines and Agreement provided to Renter

The undersigned Renter agrees to abide by the attached "Matthew 25 Groundswell Rental Guidelines", terms of which are herein incorporated and made a part hereof, and specifically agrees to make restitution to Matthew 25 Ministry Hub (Matthew 25) for any damages to Matthew 25 property by any person or persons attending the meeting/event.

Renter agrees to hold harmless, indemnify and defend Matthew 25 (including Matthew 25's agents, employees, and representatives) from any and all liability from injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Renter's purposes, regardless of whether such injury or damage results from the negligence of Matthew 25 (including Matthew 25's agents, employees and representatives) or otherwise.

Signature of Renter

Date

Signature of Matthew 25 Staff

Date