

Summerville Missionary Baptist Church
2842 Mars Ave
Jacksonville, FL 32206
(904)354-8186

Summerville Fellowship Center Member Contract

Date _____ Beginning Time _____ Ending Time _____
Approximate Number in Group _____ Person Responsible for Group _____
Address _____
Home Telephone _____ Cell Phone _____ Work Phone _____

We are glad you have chosen to use the facilities of Summerville Baptist Church. Please complete and sign this contract. Your full fee must accompany this contract.

Stipulations –

WE THE UNDERSIGNED:

1. Have read and agree to the terms of this contract.
2. Agree that reservations will be reserved when the signed contract is completed in full and returned with the full payment. All payments must be in the form of money order and/or cash.
3. **Cancellation Policy:** If it becomes necessary to cancel the center rental, applicant must notify the center staff at least ten (10) business days in advance of the event or \$25.00 of the fee will be forfeited. Summerville Baptist Church reserves the right to cancel the center rental without notice due to unplanned emergencies or unforeseen events; in this event all monies will be returned to the applicant.
4. The basic room rental fee is \$125.00.
5. Understand the hours of operation for the facility are between 8:00 am to 10:00 pm.
6. Understand that the maximum number of guests for the event shall not exceed **one hundred twenty five (125)** people.
7. Agree to clean the facilities and grounds which are used by us before leaving, and further that we will be held responsible for any damage to building, property, or equipment caused by our group.
8. No pets allowed on church property, except service animals.
9. Understand that under no conditions are alcoholic beverages allowed in the facility or on church grounds.
10. Understand that absolutely no smoking allowed within the facility or on church grounds.
11. Understand that all music must be approved, no exceptions.
12. Understand that use of the kitchen must be approved by the facility coordinator and use of the stove is limited to warming, not full scale cooking.
13. Agree that all food is to be removed from the refrigerator when the group departs.

14. We reserve the right to inspect and control all functions. Any activities not in compliance with church policy will be terminated.
15. **Liability:** Agree that liability for damage to premises will be charged to the contracting party. If any damages occur while using the facilities, agree to pay to have the items repaired or replaced. The church cannot assume responsibility for personal property and equipment brought to the facility.
16. **Hold Harmless Agreement:** Agree to indemnify, defend, and hold harmless Summerville Missionary Baptist Church, its employees and staff against all liabilities, losses, demands, actions, expenses, or claims, including reasonable attorney fees and court costs, for injury to or death to any person or damage to any property of violations of law arising out of or in a manner connected with the use of this facility or this event.

I, _____ (contracting party), agree to the terms stipulated in this contract for booking the Summerville Fellowship Center on _____ (date) at _____ (time).

Signature: _____ Date _____

Printed Name: _____

If you have questions concerning this contract, contact Sister Dornes at (904)764-1179 or contact the Church at (904)354-8186.

Basic Fees:

Room Rental Fee: \$125.00