

Mansfield Church of Christ
580 Pleasant Ridge Dr., Mansfield, Texas 76063
817-473-4234 (Phone) 817-473-0737(fax)

LICENSE AGREEMENT FOR USE OF MANSFIELD CHURCH OF CHRIST
Facility Rental Contract

The Auditorium and Fellowship Room at 580 Pleasant Ridge in Mansfield Texas is to be known as “Mansfield Church of Christ”, or “facilities”, in this document.

The Eldership, or its designee, of Mansfield Church of Christ, shall be called “the Church” in this document.

The Church secretary shall schedule the use of Mansfield Church of Christ.

___1. The damage deposit of _____ will be refundable in whole or in part to Licensee only after the Licensee has completed the use of the facilities, removed all items of personal property brought into the facilities by Licensees or in connection with the Licensee’s use of the facilities, returned all property to “as found” condition and otherwise complied with all the terms or provisions of this agreement. The Church is expressly authorized to retain up to the entire damage deposit for any damage to the facilities and for breach of this agreement by the Licensee. The amount of the deposit to be refunded shall be in the sole and absolute discretion of the Church. **Licensee shall be responsible for the full expense of repairing damages to the facilities caused by the Licensee, or, Licensee’s guests, invitees, patrons or employees.**

___2. The Licensees shall not do, or, permit to be done, anything which will damage or change the finish or appearance of the facilities, or the furnishing thereof. Approved materials may be attached by means of cords, ropes, ribbons, or other means which will not mar, deface or damage the facilities and furnishings, provided the Licensee has the **prior** consent of the duly appointed agent of the Church.

___3. Licensee shall pay the cost of repairing any and all injury and/or damages which may be done to the facilities, or any of the fixtures, furniture, or furnishings thereof by any act of the Licensee, or any of its employees, or agents, or anyone visiting the facilities upon the invitation of Licensee.

___4. The Church shall be the sole determiner whether any such damage has been done, the amount thereof, and the reasonable cost of repairing same, and whether it is one which, under the terms of this agreement, Licensee is to be held responsible. The decision of the Church through its duly appointed agent shall be final.

___5. The Church assumes no responsibility whatsoever for any property placed in or on the facilities, and the Church is hereby expressly released and discharged from any and all liabilities for any loss, injury, or damages to person or property through any cause, including negligence, that may be sustained by reason of the use of the facilities under this agreement.

___6. License shall not admit to the facilities a larger number of persons than the seating capacity thereof will accommodate.

___7. All fees for the use of the facility shall be paid in full, 90 days prior to the event.

___8. If the Licensee fails to use the facility, 50% of the fee will be refunded if written notice to withdraw from the agreement is received by the church 60 days before the event. 25% of the fee will be refunded if written notice to withdraw from the agreement is received by the church 30 days before the event. No refund of charges shall be made with less than 30 days written notice.

___9. The Church shall have the Event Coordinator or other Church designee on site at all times the facility is in use by the Licensee.

___10. The fee for the auditorium includes 6(six) hours of building use, including the rehearsal. Any time over 6 (six) hours will be deducted from the deposit at the rate of \$50 (fifty dollars) per hour. If the deposit is not sufficient to cover the additional time, Licensee will be billed after the event. If the Fellowship Room is rented, this includes 4 (four) hours, with any time exceeding the 4 (four) hours being deducted from the deposit.

___11. Any instruments brought into the auditorium that will be seen by the audience must be pre-approved by the Church, at least 30 (thirty) days in advance of the event.

___12. Moving of any furniture, tables, chairs, foyer furniture, building plants, wall hangings, or classroom furniture must receive prior approval by the Church. Any return to original location of these fixtures is the Licensee's responsibility. **Failure to comply with this provision will result in forfeiture of the deposit.**

___13. Birdseed and bubbles may be used **outside** the building, only. Use of rice, confetti, birdseed, bubbles, glitter or plastic glitter is strictly prohibited inside the building! **Failure to comply with this provision will result in forfeiture of the deposit.**

___14. No food or drinks may be taken into the auditorium.

___15. Dripless candles are to be used to prevent carpet damage. Votive or spring-loaded candles may be used. **Licensee will pay the cost of professional removal of wax due to not following procedure.**

___16. Church personnel will operate the facility audio equipment.

___17. No alcoholic beverages shall be consumed or used on the entire property, including the parking lots.

___18. There is a "No Tobacco" policy anywhere on the Mansfield Church of Christ property.

___19. Deposit will be refunded as per this agreement within 30 (thirty) days, after property clean up and extra building use hours have been assessed.

I have read the License Agreement for Use of Mansfield Church of Christ. As evidenced by my signature below, I understand all the provisions of said policy and of this agreement, and I, and any individuals I represent will abide by all provisions of this document.

Executed on the _____ day of _____ -

Signature of Lessee

Signature of the Church designee who has explained each provision in this document