



## Non-Profit Charitable Organizations & Off Shoot Ministries of MGA Facility Rental Agreement

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In submitting this request for the use of the McMurray Gospel Assembly building, I understand and agree to the following conditions for its use.

Please initial beside each responsibility:

- The user agrees to comply with the “Maximum Occupation Limits” that are posted by the Fire Department (in accordance with the SAFETY CODE ACT).
- Use of building and equipment is limited to the areas and times approved in the Booking Request.
- Facility Bookings DO NOT include the use of any MGA kitchen supplies, coffee or other supplies.
- The user is responsible to appoint someone to be the clean-up contact for the event. This person’s duties would include ensuring that: .
  - All set up and take down, including tables and chairs. All equipment must be returned to where it was found and rooms set back to their original condition. When using stage area, sound equipment must be taken off and put back under the supervision of the event supervisor or sound personnel.
  - All personal belongings, decorations, equipment, etc. must be removed from the building on the day of the event.
  - All flower arrangements and church decorations are returned to their original positions.
  - Bag all the garbage and take it to the outside dumpster..
  - A cleaning check-list is completed with pastor before leaving.
- The user is responsible to ensure that:
  - NO ALCOHOL of any kind is either stored or consumed in the building or on the grounds.
  - NO SMOKING/VAPING occurs within the building.
  - NO CONFETTI, RICE, OR REAL FLOWER PETALS are used in the building.
  - Absolutely NO candles, lanterns, sparklers, etc, are used in the building, except for the unity candles (dripleless candles only) on the platform. These MUST have plastic underneath to catch wax drippings.
  - NO TAPE of any kind can be used on the laminate flooring, doors or walls.
- The user accepts responsibility for any damage to grounds, building or contents and will reimburse McMurray Gospel Assembly for any costs incurred as a result of the event.
- Each request will be dealt with on an individual basis and will not be confirmed without approval from the board or pastoral staff. Processing time may take a minimum of 14 days to a maximum of 60 days.
- Maximum Occupancy: Main Auditorium - 400 ; Lower Auditorium - 100

If any of the stipulations outlined in the Rental Agreement and Application creates difficulty, please feel free to contact the Office Manager with your concerns.

Signature:

Printed Name:

Date:

Witnessed by:

Printed Name:

Date: