



## Facility Rental Agreement

Thank you for choosing Open Arms Ministries for your event. The following are our facility rules. Please read carefully and initial each section to indicate the you have read, understood, and will be accountable to all. Failure to follow facility rules will result in loss of security deposit.

### *Types of Events*

- Open Arms facilities available for rent include the Connections Center (church hall), Worship Center, Community Center Gymnasium, and classrooms of various sizes in both the church administrative building and the Community Center.
- The facilities are available for various types of events including but not limited to, parties, showers, dances, sports, rehearsals, practices, classes, training, and seminars. (This agreement does not include or apply to wedding ceremonies or wedding receptions.)
- Event themes and activities must be in line with Christian beliefs and values.

Initial

### *Booking Requirements and Rates*

- Minimum \$50 booking deposit **plus** \$200 security deposit required to book your date. For more details, see attached list.
- Booking deposit will be applied to total rental fees. Security deposit WILL NOT be applied to rental fees.
- If facilities are left in the same condition as they were rented and no damage has been found, security deposit will be returned within 10 business days following an event. Renter is responsible for any and all damage done during event including damage that exceeds amount of security deposit.
- Facilities may be rented by a person 21 years or older, or by a business/organization represented by a person 21 years or older. Picture identification is required. This rental agreement may not be sublet.
- Businesses and/or Organizations must provide a certificate of insurance naming Bethany Lutheran Church d/b/a Open Arms Ministries as an additional insured.
- Required deposits must be paid and a copy of a valid picture I.D. provided in order to book an event. Balance of all fees are due one week prior to event.
- In the event of cancellation more than 72 hours in advance, all fees except the non-refundable deposit will be refunded within 10 business days.
- In the event of cancellation less than 72 hours in advance, no fees will be refunded.
- Event insurance naming Bethany Lutheran Church d/b/a Open Arms Ministries is required for events utilizing any type of entertainment structure including but not limited to: bounce house, rock climbing wall, carnival ride, stage, and/or any similar device or structure.

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### *Services Included and Excluded*

- Facilities are rented “as is” and fees include the use of the space, furniture, fixtures, appliances, and utilities for a period of six hours including set up and clean up.
- Additional fees will be incurred for the following: 1) events ending after 7:00 pm; 2) events including alcohol; 3) events lasting more than the allotted time; 4) events requiring custodial services.
- Arrangements to enter the building prior to the event for the purpose of set up and decorating must be made in advance with management.
- Set up and tear down of furniture is not included.
- Alteration of the seating format in the Worship Center is not allowed.
- Wedding ceremonies and wedding receptions are not included in this agreement. See the church administrator or wedding coordinator for information on scheduling a wedding.

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*Treatment and Care of Facilities*

- Decorations should not be attached in such a way that can damage property, including but not limited to, the use of pins, tacks, staples, glue, and/or nails.
- Smoking is not permitted inside any Open Arms facilities. Smoking should not occur near facility entrances and exits. Butts are to be fully extinguished and deposited in a proper receptacle, never thrown on the ground.
- Service and consumption of alcoholic beverages is not permitted anywhere on Open Arms property without prior approval of management and strict adherence to alcohol policies (see attached addendum).
- Facility furniture and fixtures are not to be moved without prior approval of management.
- Rental party is responsibility for returning the facility to its original condition, including but not limited to:
  - Place all trash in trash receptacles.
  - Empty trash bins and take trash to the dumpster located in the 9th Street admin building parking lot.
  - Wipe down any tables and countertops that were used.
  - Wash all pots, pans, dishes, and kitchen utensils that were used.
  - Clean up crumbs/spills on floors.
  - Return all tables, chairs, and any other furniture and fixtures used to their original location.
  - Remove all decorations and personal items from the premises.

  
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*For the Safety and Concern of All Parties*

- With the exception of service animals, no animals are allowed inside facilities.
- With the exception of paid, professional security personnel, no firearms are allowed on Open Arms property.
- Parking is limited to Open Arms parking lots (church, admin building, community center, child development center). Street parking is prohibited.
- Open Arms is not responsible for lost or stolen items.
- As per the fire code - Community Center capacity may not exceed 360 people; Connections Center capacity may not exceed 150 people; Worship Center capacity may not exceed 250 people.

  
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*Security Deposit*

- Security deposit will not be refunded if any of the following conditions occur:
  - Alcohol was served and/or consumed without prior approval of management and adherence to alcohol policies.
  - Facility was not left clean and in its original condition (including removal of trash).
  - Furniture and fixtures were not returned to their original location.
  - Facility, furniture, fixtures, and/or appliances were found damaged.
  - Open Arms property was lost or stolen.
  - Rental party did not exit facility at or before the designated event end time.
  - Type of event was not fully disclosed.

  
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Responsible Party:

\_\_\_\_\_  
Contact name Business/Organization name

\_\_\_\_\_  
Type of event:  
(meeting, party, shower, etc.)

\_\_\_\_\_  
Address City State Zip

\_\_\_\_\_  
Telephone Email

One-time event:  
Date \_\_\_\_\_ Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

Recurring event:  
 Daily  Weekly  Monthly  Other \_\_\_\_\_ Start date: \_\_\_\_\_  
Arrival time \_\_\_\_\_ Departure time \_\_\_\_\_

\_\_\_\_\_  
Rental Party Signature Date

\_\_\_\_\_  
Open Arms Representative Signature Date

**Open Arms Ministries Facility Rental Rates**  
**One-Time Event**

*Please indicate:*

- Church Hall
- OACC Gymnasium

**Amount Description**

**Standard Rental Fee**  \$ 200.00 Up to six hours including set up and clean up time

**Additional Fees**

- Nighttime  \$ 50.00 Event ends after 7:00 pm
- Alcohol  \$ 100.00 Alcohol will be served/consumed at event
- Additional time  \$ \_\_\_\_\_ Additional \_\_\_\_\_ hrs x \$50

**Optional Extras**

- Set up  \$ 50.00 Tables and chairs set up prior to event
- Custodial services  \$ 100.00 Complete clean up following event

**Total Rental Fee** \$ \_\_\_\_\_

**Payments**

\$ 200.00 Required refundable security deposit

\$ 50.00 Required minimum \$50 non-refundable booking deposit

\$ \_\_\_\_\_ Paid on \_\_\_\_/\_\_\_\_/\_\_\_\_

Cash  Card  Ck# \_\_\_\_\_

**Balance Due**

\$ \_\_\_\_\_ Paid on \_\_\_\_/\_\_\_\_/\_\_\_\_

Cash  Card  Ck# \_\_\_\_\_



1340 8th Street  
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### Addendum to Facility Rental Agreement for Events Involving Alcohol

The purpose of this addendum is to establish policies for private events held at any facility of Open Arms Ministries (hereafter Open Arms) where alcohol will be served.

- Any alcohol-related problems or disturbances which are not satisfactorily resolved will cause the immediate forfeiture of the security deposit and immediate closure of the event.
- Alcoholic beverages are allowed in the rental rooms only. Alcohol may not be consumed in parking lots and no open containers may be carried off the site.
- Alcohol may only be served and consumed during hours listed on the rental agreement. Serving of alcoholic beverages must cease at least 30 minutes prior to the end of the event.
- Food must be served in conjunction with the consumption of alcoholic beverages.
- Alcohol may not be served to minors. Any person providing alcohol to a minor (under the age 21) will be required to leave the premises immediately. All attendees consuming alcoholic beverages must be able to show proof of age upon request.
- Any event at which alcohol is served requires an additional fee and a security deposit.
- Consumption of alcohol during an event without it being listed in the rental agreement will result in the forfeiture of deposit and immediate closure of the event.
- Professional security will be required for all events where alcohol will be served. Proof of security arrangements must be provided before the start of the event.
- Events with more than 50 people in attendance will require the server(s) of alcoholic beverages to hold a Responsible Vendor Permit (bar card) issued by the State of Louisiana, proof of which must be provided before the start of the event.
- Alcohol may not be sold or included in a ticket price or donation without all permits required by law by the State of Louisiana, the City of Slidell, and the Parish of St. Tammany. This policy includes, but is not limited to, sales for the purpose of fundraising and/or sales by a for-profit company and/or sales by a non-profit entity and/or for any reason or purpose whatsoever. Proof of permits must be provided before the start of the event.
- No drinking of alcohol is permitted during set-up, tear-down, and/or clean-up of the event.
- For an event at which alcohol is served, an additional fee of \$100 will be charged to the rental party.
- Any violation of any of the above listed policies will result in immediate forfeiture of security deposit and immediate closure of the event.

I have read the above listed policies and agree to fully abide by them at all times.

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Lessee

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Date