



East Side Grace Brethren Church / Grace Christian School  
 Pavilion Rental Contract  
 7510 E. Broad St.  
 Blacklick, Ohio 43004  
 Phone: 614-861-0724 Fax: 614-863-8509  
[www.gcsblacklick.org](http://www.gcsblacklick.org) Email: pavilion@gcsblacklick.org



**Contract submission date:** \_\_\_\_\_

Please note, Pavilion Rental Contract may not be submitted to ESGBC/GCS more than 9 months from the date of the event.

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**Pavilion Renter:** (please print information clearly)

**Full Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Home phone:** \_\_\_\_\_ **Cell phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_

**Pavilion rental date requested:** \_\_\_\_\_

**Pavilion rental hours** (minimum of 2 hours and must include event set-up and clean-up times): \_\_\_\_\_

**Event purpose:** \_\_\_\_\_

East Side Grace Brethren Church and Grace Christian School will be represented hereinafter by the term "Lessor."

The Facility renter will be represented hereinafter by the term "Lessee."

A copy of this Pavilion Rental Contract should be brought to the event on the day of the reservation.

*Day of Event Emergencies ONLY:*

Primary: Call 614-582-0897 and ask for Cindy Phillips

*Payment & Security Deposit Policy*

Full payment (\$25.00 per hour rental fee) is required at the time of the in-person reservation and a minimum of 2 hours is required for a rental. A \$50.00 refundable security deposit (credit/debit card only) is required at the time of the in-person reservation. Forfeiture of the security deposit includes, but is not limited to:

- A. The permit is cancelled within 60 days of the event.
- B. The facility or any items in the facility are damaged.
- C. Additional "extra" clean-up is needed from our maintenance staff after the event (inside or outside the building).
- D. The permit hours as requested are exceeded.

**GENERAL RULES & REGULATIONS**

The lessee is required to help East Side Grace Brethren Church and Grace Christian School (ESGBC/GCS) keep the Pavilion clean, safe, and secure by adhering to the following rules and regulations.

- A. Reservations for the Pavilion must be made by ESGBC/GCS families; wedding receptions are only permitted by ESGBC families.
- B. One adult chaperone is required at all times for every ten minors congregating. Any youth group of 50 or more is required to hire a special duty Columbus Police officer.
- C. The space reserved is not to be used in excess of the normal seating capacity (200 people) unless approved by ESGBC/GCS.
- D. Clean up: Patrons are responsible for removing all used trash bags from the trash cans before the end of the reserved time. Used trash bags must be placed in the dumpster at the east side of the ESGBC / GCS building (east parking lot). Patrons are responsible for leaving the Pavilion as it was found at the beginning of the reserved time.
- E. No alcohol or firearms are permitted.
- F. Amplified music volume must be kept at a reasonable and respectable level.
- G. Nothing shall be nailed into or attached to any part of the structure.
- H. Patrons are responsible for providing all items necessary to prepare and serve food.
- I. The following behaviors are strictly prohibited, but not limited to: 1) fighting and or rough housing 2) abusive language 3) spitting 4) sexual misconduct 5) roller-skating, skateboarding or the use of any other wheeled devices (with the exception of wheelchairs).
- J. No group (other than ESGBC/GCS as the Pavilion users) may charge admission or sell items of any kind. Private or public fund raising projects (other than ESGBC/GCS as the Pavilion users) are not permitted in the Pavilion.
- K. Any questions should be directed to Cindy Phillips at Grace Christian School – 614-861-0724.

***Specific Questions for Lessee:***

1) Will you be providing outside entertainment/activities for your event?

Yes \_\_\_\_\_ No \_\_\_\_\_ (Please note, if the answer is yes, this must be approved by ESGBC/GCS prior to your event.)

2) Will you be providing your own portable toilet facilities? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes, please provide the name and phone number of the portable toilet provider  
(name) \_\_\_\_\_

(phone) \_\_\_\_\_, date of delivery \_\_\_\_\_

and date of pick-up \_\_\_\_\_.

3) Would you prefer to utilize the restroom facilities located at the front of the church? Yes \_\_\_\_\_ No \_\_\_\_\_

If your answer is yes, please note that there is an additional custodial charge of \$125.00 for a 2-hour rental period (\$50.00 for each additional hour over the 2 hour rental period). This additional fee must be paid in full to ESGBC / GCS no less than 30 days prior to the Pavilion rental date.

**PAVILION WAIVER**

*Indemnification/Damages*

- A. Lessor hereby rents to Lessee the portion of the Pavilion (the "Facility") for the date and period, all as specified on Lessee's Rental Permit. The deposit charge and rental fee must be paid when Lessee reserves the use. The optional indoor restroom facility (custodial) fee must be paid at least 30 days before the scheduled use.
- B. Lessee shall use the Facility solely for the purpose stated on the Pavilion Rental Contract and shall not assign the rights to use the Facility to any other person without Lessor's prior written consent.
- C. Either party may terminate this Contract by giving written notice (i.e. email, letter) to the other party at least 60 days before the date of the Lessee's use specified on the Pavilion Rental Contract. Lessor reserves the right to terminate this Contract at any time if it determines that Lessee's proposed use is illegal or that Lessee has violated the Contract. If Lessor or Lessee terminates this Contract and Lessee gives the required 60-day notice, a full refund will be made. If Lessee gives less than 60 days notice, the deposit will be forfeited. Notwithstanding the foregoing, if Lessee terminates this contract at any time for any reason, Lessee agrees to reimburse Lessor for any expenses incurred by it in anticipation of Lessee's use.
- D. Lessee shall abide by and enforce the Pavilion rules as stated above and all laws and regulations applicable to the Facility. Lessor reserves the right, in its sole discretion, to intervene in and exercise control over Lessee's use through its staff or emergency personnel to protect life and/or property.
- E. Lessee shall leave the Facility and its vicinity in the same condition as existed at the commencement of Lessee's use. Lessee agrees to pay any charges for labor and/or materials when the cost of setup, cleanup, custodial charge and/or rent exceed the charge specified on the Pavilion Rental Contract. Lessee also agrees to pay Lessor for any damages to the Facility and its vicinity which occur in connection with Lessee's use of the Facility.
- F. If use of the Facility by Lessee is at any time impaired for any reason beyond Lessor's control, the Lessor may cancel this Contract, and Lessee's use shall be rescheduled, if possible, at a time mutually agreed upon by the parties. Lessor shall not be liable to Lessee for any losses or expenses incurred by Lessee on account of such a cancellation or delay.
- G. No program, literature, or any publicity of Lessee promoting its use of the Facility shall identify Lessor as a sponsor.
- H. Lessor makes no warranties to Lessee as to the fitness of the Facility or a particular purpose, and Lessee has leased the Facility, after having the opportunity to examine the same, and assumes full knowledge of the same.
- I. Lessor assumes no responsibility for damage to or loss of any property of Lessee or others brought into the Facility prior to, during or after Lessee's use.
- J. Lessor shall not be liable for any losses or expenses caused by errors or omissions in scheduling use of the Facility.
- K. Lessee agrees to indemnify, protect, defend, and hold harmless Lessor and Lessor's officers, agents, employees, and invitees from any and all claims, demands, suits, liabilities, and expenses from damage or injury to persons or property arising out of Lessee's use of the Facility to the services provided by Lessor.
- L. Lessor may require Lessee to provide general liability insurance coverage in an amount determined by Lessor naming Lessor as a named insured. If insurance is required, Lessee shall provide proof of insurance coverage to Lessor at least 30 days before Lessee's use.
- M. In all cases, written notice to Lessor shall be sent via email (pavilion@gcsblacklick.org) or delivered in person to the Grace Christian School main office at 7510 E. Broad St., Blacklick, Ohio 43004. Lessor shall give notice in the same manner to Lessee at the address set forth as the Pavilion Renter in this Contract.

IN WITNESS WHEREOF, the parties hereto have caused this Contract to be signed by their duly authorized representatives.

THIS RENTAL CONTRACT made \_\_\_\_\_ between East Side Grace Brethren Church / Grace Christian School, 7510 E. Broad St, Blacklick, Ohio 43004 ("Lessor"), and

X \_\_\_\_\_ ("LESSEE" Printed Name)

X \_\_\_\_\_ ("LESSEE" Signature)

Date signed: \_\_\_\_\_

East Side Grace Brethren Church & Grace Christian Schools

By: \_\_\_\_\_ Date signed: \_\_\_\_\_

