

**DECATUR PRESBYTERIAN CHURCH
RETREAT CENTER RENTAL AGREEMENT**

Renting Organization/Group: _____

Address: _____

Phone: _____ Fax: _____

Contact person responsible: _____ Title: _____

Cell Phone: _____ Email: _____

Dates of arrival/departure: _____

POLICIES OF THE DPC RETREAT CENTER

Use of the Retreat Center is limited to:

- **Groups within or activities organized by Decatur Presbyterian Church** such as youth groups and Sunday School classes, choir retreats and Father/Child events. These groups provide a Reservation Form and follow the Cleanup checklist. Damages must be reimbursed.
- **Families and groups related to Decatur Presbyterian Church** such as scout troops, book clubs, family reunions, and service clubs. Members and staff of DPC are eligible to rent the Retreat Center for personal and family use. These groups complete a Reservation Form, a Rental Agreement, and pay fees and security deposits, and follow the Cleanup Checklist. Damages must be reimbursed.
- **Outside groups not affiliated with Decatur Presbyterian Church which hold non-profit status from the IRS (hold 501(c)(3) status.** These groups complete a Reservation Form, a Rental Agreement, pay fees and security deposits and follow the Cleanup Checklist. Damages must be reimbursed.

Reservation Process

- Complete and return a written copy of the reservation form to the Church Administrator at least 45 days in advance of the requested date of use.
- The Church Administrator will present the request to the chairperson of the Retreat Center Ministry Council for that group to approve or disapprove.
- The group will verify that the supervising person of the group is at least 25 years of age.
- Either party may terminate the request to use the facility with thirty (30) days written notice. Cancellations made with less than 30-days notice will forfeit 50% of the security deposit. Those with less than 7-days notice forfeit 100% of the security deposit.
- If the group is from outside the program ministry of Decatur Presbyterian Church, the group will furnish Proof of Liability Insurance in advance of their rental dates.
- Rental guests acknowledge that the Retreat Center is located in a rural, wooded area, adjacent to a large lake and is a rustic environment. They will provide adequate supervision

of participants, especially children, and take all reasonable steps to ensure their safety, and assume all responsibility for their safety.

- Guests agree to indemnify and hold harmless Decatur Presbyterian Church and its officers, employees, and insurers from all claims, suits and judgments including personal injury claims, wrongful death actions and property damage claims that arise out of their use of the property during the rental period.

Payment

- The supervising person will pay a deposit of \$200 (\$50 for DPC members). That person will be held accountable for any damage done to the property. Some or all of the deposit may be retained by Decatur Presbyterian Church to cover damages by the renter or failure to follow all items on the Cleanup Checklist.
- The group will pay in advance for use of the facility based on the intended time and the fee schedule adopted annually by the session. Payment may be made up to the date the rental begins.
- Service projects or bartering of goods and services in lieu of rental payment are not permitted so that DPC can manage the quality of the buildings and grounds.

Care of Property

- Guests will return the property in as good a condition and repair as it was when they rental began, allowing for normal wear and tear.
- The group using the Retreat Center will be furnished with a Cleanup Checklist to be followed before leaving the facility and returned with the keys. The deposit will be refunded upon passing inspection after the group's stay.
- Upon arrival, the group should inspect the premises for any issues in cleanliness or items needing repair and report them immediately by email to the church administrator at kmorse@dpchurch.org or texting to (404) 219-7345. Furnish photos as needed. The next group will do the same and report on the condition of the Retreat Center following your use of it.
- The Retreat Center does not allow smoking, drinking of alcoholic beverage or illegal substances, or pets on the premises.

I have read the above policies for using the Decatur Presbyterian Church Retreat Center, and I understand the policies set forth by the church. _____

Decatur Presbyterian Church, Inc.

Guest:

By: _____

By: _____

Print Name: _____

Name Printed: _____ + _____

Title: _____

Title: _____

Date: _____

Date: _____

This space for Church Office Use Only

APPROVAL NOTES		
STEP	DATE	
1. Reservation Form Received		
2. Request sent to Retreat Center Ministry Council	DATE	Approved Yes/No
<i>Special Stipulations or Notes</i>		
If a DPC program, approved by Session	DATE	
<i>Notes:</i>		

CHECK IN AND CHECK OUT		
Key Set Number	Picked up Yes/No	Mailed to Renter Yes/No
1. Keys Returned	DATE	
2. Checklist Completed and Returned	DATE	Passed Inspection? Yes/No
<i>Notes on supplies or repairs needed, cleanliness, and reports of any problems found on entering the Retreat Center.</i>		

FEE NOTATIONS		
	DATE	AMOUNT
Deposit Received		
Damages or Cleanliness Deductions		
Refund		
<i>Check returned or destroyed</i>		
Rental Fee Paid		