

Mar Thoma Church of South Florida

Terms of the Rental Agreement for the Mar Thoma Church Hall.

(Approved by the General Body)

The name of the hall will be Mar Thoma Church of South Florida (MTCSF) Multi-Purpose Hall. This Hall shall be rented to all parties irrespective of their religious affiliations. The church reserves the right to deny rental to anybody. The hall will be rented strictly on a first come- first served basis. The lessee can be a person, family or an organization.

It is a requirement that a written agreement has to be signed between The Mar Thoma Church (Lessor) and the Renting party (Lessee) prior to entering in to the rental of the Hall. The specified deposit amount has to be paid by the renter at the time of signing the agreement. A rental agreement cannot be completed without paying the specified deposit amount, even if a contract is signed.

No changes are allowed in the amount of the deposit or any other required payments of the rental amount.

Once a renter has paid a deposit and a valid contract is established for renting the facility, the Mar Thoma church cannot rent the hall to another party for the same day / time. This includes scheduling an in-house event by Mar Thoma Church during that time.

This is a non- smoking facility. Alcohol /Drugs of any kind are strictly prohibited at the facility.

Payment Terms:

Rental Charge for public 4 hrs. \$900.00

Church members 4 hrs. \$700.00,

Church members for reception following Baptism 4 hrs. \$450.00 (utility charges included)

Additional Time cost (\$75/hr.) for all events.

Utility charge (\$100 for 4 hrs., \$25 extra per hr. for additional time)

PA system: \$250.00; Stage spotlight \$50.00

Cleaning charge \$100 for 4 hrs. \$25 extra per hour

Full Payment of the rent is due: 5 days prior to the event date.

Security Deposit for damages: \$250.00

The security deposit will be refunded after 7 days of the event provided there is no damage to the property, and the entire facility is returned reasonably clean. The Mar Thoma Church can withhold the deposit if there are damages to the property, furniture, equipment's etc. or it was left unclean.

Rental to Church Members: Members of Mar Thoma Church of South Florida can rent the hall at a reduced rate. This rental will have to be exclusively for the events of members only. Please do not try to reserve for friends or non- member families with the member rate.

\$700 for church members -Utility, PA system and custodial charges, deposits will be the same as the public.

\$450 For reception following baptism for church members (Utility charge included).

If the church hall is used to serve food following a church service, which is donated by a member and is open to all members, there is no rental fee. For invited events by church members, the use of the church hall for serving food for any other events of the members they will have to pay the rental charges for members. Using the Foyer area or the hall for serving food as part of a prayer meeting (either area-wise or common), hosted by a member is not considered as renting the hall and hence no fee is involved.

Scheduling In-house events by the Church / Church Organizations.

This will have to be approved by the parish executive committee for any use of the hall during the weekends. All reservations including rentals from within the church and from outside have to be entered in the master calendar which will have to be displayed properly. (Without disclosing their names in the public)

Cancellation policy:

If a reservation for our facilities is cancelled:

More than three (3) weeks in advance of the reserved date: 100% refund of fees.

A flat rate charge of \$150.00 will be charged.

Less than three (3) weeks in advance but more than (1) week in advance: 50% refund of any fees paid. If

Less than (1) week in advance NO REFUND will be given

If Mar Thoma Church has to close its facility due to weather (including Hurricane) or any other calamity, a full refund will be issued).

Kitchen Use: Kitchen cannot be used to prepare food. Warming of the food is allowed by using the Oven or microwave if available at the kitchen. Lessees have to bring Ice of their own.

Conditions of rental

1. POSTPONMENT - if applicant postpones a scheduled event within fifteen (15) calendar days from the date the contract was signed, the Reservation Deposit and other charges if paid already will be applied towards the new available date. In the event where there are no other possible dates available and/or the user decides to use another venue to host the program/event, then the request for postponing event will be considered as a request for cancellation of the event. In such an event the deposit fee will not be refunded, but the utility and custodian charges will be refunded if paid already.
2. Non-discrimination - Groups or individuals approved for the use of the facility shall not prohibit attendance to the events or programs based on nationality, religion, race, sex, creed, social class, age, or disability
3. Safety (Alcohol - Tobacco - Firearms- Drugs)

☒ Smoking is not permitted inside or outside the building or anywhere on facility property at any time.

☒ Firearms (loaded or unloaded) are not permitted inside or outside the building or anywhere on facility property at any time.

☒ Illegal narcotics, drugs or other substances are not permitted inside or outside the building or anywhere on facility property at any time.

Alcoholic Beverages - Under no circumstances shall the lessee, its employees, agents, contractors, guests or attendees bring, serve or sell alcoholic beverages in the building.

4. Minors using the facilities must be accompanied by appropriate adult chaperones that shall be responsible for the actions of the minors. A minor as defined in this policy will be anyone under the age of eighteen (18).

5. Liability

☒ MTCSF does not provide liability insurance for the protection of individuals, groups, organizations, businesses, spectators, or others who may participate in any activities or event sponsored on MTCSF facility and/or its grounds. The Lessee must buy liability insurance of their own and submit a copy at least 5 days prior to the date of use adding Mar Thoma Church of South Florida as additional insured.

☒ Non-MTCSF members and any group or individuals or families or organization (Lessee) using the facility shall hold harmless and indemnify Mar Thoma Church of South Florida from and against any and all liability which may be imposed upon it, for any injury to persons or property caused by the named person or organization or any other person using the facility as a guest or attendee in connection with the meeting/event.

☒ In consideration of the use of the facility and participation in said activities or events, the individual, group, organization, business, or its guests or attendees or spectators, or others, does hereby release and forever discharge MTCSF and its officers, board, and members, jointly and severally from any and all actions, causes of actions, claims and demands for, upon or by reason of any damage, loss, or injury, which hereafter may be sustained by participating in the activities and/or event(s).

☒ The release extends and applies to, and also covers and includes, all unknown, unforeseen, unanticipated and unsuspected injuries, damages, loss and liability and the consequences thereof, as well as those now disclosed and known to exist both present and future. The release from the lessee shall not extend to any claims, demands, and damages due or made by any state, federal, local, governments which are known or unknown to exist at this time.

6. Damages

☒ Lessee shall reimburse to the MTCSF any damages caused to the building, any property in the building and/or grounds, parking lot resulting directly or indirectly from the event or conduct of any member, officer, employee, agent or guest of the Lessee or its invitees upon demand.

7. Facility Conditions

☒ The building, hall and facilities are to be returned to their original (pre-rental) state after use by the Lessee. Failure to return the facility to its original state will result in forfeiture of the security deposit. The MTCSF reserves the right to inspect the facility and the property inside in order to decide any damages caused due to the event and such damages will be noted in the walk -thru check list.

☒ The church is not part of the rental and so entry to the church is not allowed.

☒ No chairs, tables, musical instruments, furniture or other moveable items or equipment are to be removed from the facility without the express prior written approval of the MTCSF.

☒ Lessee should expect to find the facility space clean upon arrival and are required to leave it as found. A complete walk-thru of the facility must be done with the MTCSF one hour before the event start time and the item check list shall be signed by the MTCSF and the lessee.

☒ Users may not disfigure the facilities in any way, including but not limited to putting nails into walls, disfiguring the paint or structure of the building, affixing or removing anything from the walls or doors of the facility both inside and outside. No tape or any other adhesive materials may be used on the walls to attach anything to walls.

☒ All trash, garbage must be put into garbage receptacles, rooms cleaned up, and materials put up neatly back where they were kept.

☒ All lights, stoves, electrical equipment must be turned off and/or unplugged before leaving the facility after the completion of the event or programs.

☒ Information regarding damages to facility or property, including broken furniture must be reported immediately to the staff / custodian

8. Renting of the use of the grounds and facility does not constitute or imply endorsement of a group, their mission, or their views in any matters by the MTCSF

9. The Lessee must take into consideration that the facility is owned by a church, due respect should be given while utilizing the facility so that the sanctity of the church is maintained properly.

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