



Building Blocks Ministries Room Rental Agreement

Building Blocks Ministries offers meeting/conference room rental space to non-profit organizations and individuals. The space is located at 644 Gadson Street, Groveland, FL 34736. The renter has the choice of renting a conference room, life skills training space, and/or multipurpose room, bathrooms are available. One or multiple spaces may be rented.

Group Name:	Contact Person:	☐ Non-Profit Organization ☐ Individual
Email:	Phone:	Event Date:
Event Type:	Start Time (setup) and End Time (cleanup):	Total # of hours needed:
Conference Room	Life Skills Training Area	Multipurpose Room
Accommodates up to 10 people, includes a tv screen for connection for computer availability. Bathroom	Accommodates up to 20 people, large island w/4 bar stools, 2 round tables, 16 chairs. Refrigerator, microwave, coffee pot, sink, water cooler, bathrooms	Accommodates up to 48 people with tables and chairs, or up to 65 people without tables. 6 Round tables, bathrooms and projector.
Days/Times Available: 2 hours minimum		
Monday-Friday 5:00-9:00 PM Saturday 8:00 AM-9:00 PM Sunday 8:00 AM-4:00 PM		
Meeting Room Preference ☐ Conference Room ☐ Life Skills Training Area ☐ Multipurpose Room	Reservation Details ☐ Projector (Multipurpose room only) \$10 per hour ☐ Round Tables #____ ☐ Black Table Cloths \$1.00 each #____ ☐ Chairs #____	
FEES		
Week day Evenings or Weekends (2 hours minimum)	Non-profit \$30.00 per hour per space + \$25.00 administrative fee. Individuals \$75.00 per hour per space + \$25.00 administrative fee.	
Full Day (8 hours) Additional hours \$50.00 per hour	Non-profit \$200.00 per space + \$25.00 administrative fee and \$150.00 deposit Individuals \$400.00 per space + \$25.00 administrative fee and \$200.00 deposit.	
To be completed by Building Blocks Ministries: # of hours reserved _____(day)+ _____ after Rental fee \$ _____ + \$ _____ deposit = \$ _____ total due. **Deposit + Administrative fee due with Room Rental Agreement. Rental fee due 10 days prior to event. **Proof of Non-Profit 501c3 status **Proof of Liability Insurance naming Building Blocks Ministries as an additional insured is required.		



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Agreement: Renter agrees to rent the rental space defined on page 1 from Building Blocks Ministries (BBM) according to the terms of the Room Rental Agreement (Agreement) and the Room Rental Procedures Form.	Initials:
Rental Space: The space rented under this agreement is the space as indicated on page 1 of the Room Rental Agreement. Renter affirms that they have seen or otherwise understand the physical location, rooms and facilities being rented under this Agreement. The Rental Space includes parking in Building Blocks Ministries Parking Lot.	Initials:
Reservation Fees and Sales Tax: Renter will pay a \$25.00 Administrative Fee with this Agreement to reserve the Rental Space. BBM will confirm reservation of the Rental Space upon its acceptance of Renter's executed copy of this Agreement and deposit and administrative fee. No reservation is made until written confirmation is received by Renter. Forms of Payment: Payment may be made by check or online using BBM's website PayPal tab. Sales Tax: By law, For Profit organizations are required to pay sales tax on the total room rental costs. Non-Profit organizations are excluded from paying sales tax but must provide a copy of the organizations "Certificate of Exemption" at the time reservation is made.	Initials:
Rental Rates and Payments: The total rental fee set forth on the Agreement must be received by BBM <i>no less than ten (10) business days prior to the event date</i> , unless other arrangements have been made with BBM. Failure to pay the reservation fee may result in forfeiture of the Rental Space for the event date.	Initials:
Availability: The building will be closed and secured by 4:00 pm on weekdays and closed on weekends. BBM staff will meet contact person at the start time stated on the Room Rental Agreement. Contact information will be provided with written confirmation of the Room Rental Agreement.	Initials:
Conditions of Use: Renter's activities during the event date must be compatible with those of BBM and activities in areas adjacent to the Rental Space and building. This includes but is not limited to playing music or making any noise at a level that is reasonable under the circumstances.	Initials:
<i>No pets are allowed.</i>	Initials:
Smoking and the use of alcohol: Smoking and the use of alcohol are not permitted anywhere in the building or on BBM property.	Initials:

End Time and Clean Up: Rental Space must be cleaned and returned to BBM in the condition it was in prior to rental. <i>Failure to do so will result in forfeiture of deposit.</i> At the end of the rental time, all persons, supplies and decorations must be out of the building. BBM staff will be on site to verify that all parties have exited the building by the stated end time. No materials may be stored, left or placed outside the Rental Space or outside of the building.	Initials:
Signs and Decorations: Signs may not be posted on the doors. An Outside lawn sign/signs may be placed by the door and along the road. Signs must be removed at the end of event. Use of glitter, sparkles, rice or bird seed or similar material is not allowed. The use of fire or open flame of any kind, fireworks of any kind or any toxic or noxious material is strictly prohibited. Signs or decorations may be affixed to walls using only tape made specifically for painted walls that will not deface, mar or leave a mark on the surface when removed. NO PENETRATION OF ANY SURFACE.	Initials:
Damages: Renter is responsible for any loss or damage to the Rental Space, adjoining facilities, building common areas or building exterior or grounds. This includes all damages to equipment, fixtures, surfaces, including the ceiling, floors, floor finishes or any other property. This shall not absolve the Renter from full liability for additional damages, and BBM retains the full right to collect the remaining balance for any damage beyond the deposit amount. Renter agrees and acknowledges that Renter's liability for loss or damages is not limited to the amount of the deposit received by BBM.	Initials:
Limitation of Liability: BBM'S LIABILITY TO RENTER FOR DAMAGES ARISING FROM RENTAL USE OF THE ACTIVITY AND MEETING ROOM SPACE FOR ANY REASON AND UNDER ANY THEORY OF LAW WHATSOEVER IS LIMITED TO THE TOTAL AMOUNT PAID BY RENTER TO BBM IN RENTAL FEES AND DEPOSITS. BBM will not be liable for any failure to perform or damages caused by an act of God, force majeure or other unforeseen event reasonable beyond BBM's control.	Initials:
Renter's Property: BBM is not responsible for items belonging to Renter or Renter's guests that are lost, stolen or damaged during the event date. Renter and Renter's guests as renter permitted invitees, RELEASE BUILDING BLOCKS MINISTRIES FROM ANY AND ALL LIABILITY FOR LOSS OR DAMAGES to such property.	Initials:
Liability for Guests: Renter is and hereby acknowledges that they are liable for the actions and behavior of Renter's guests during the event date, and at any other time such guest is on or around the Rental Space as a result of Renter's use of the Rental Space. BBM will not be liable for the safety of Renter's guests. RENTER AGREES TO INDEMNIFY AND HOLD HARMLESS BBM FROM ALL LIABILITY ARISING FROM THE ACTIVITIES OR RENTER AND RENTER'S GUESTS.	Initials:
Reservation of Rights: BBM reserves the right to cancel agreements from non-payment or no compliance with any of the rules, terms and conditions set forth in the Agreement. BBM reserves the right to require proof of insurance from Renter as a condition to entering this Agreement.	Initials:
Jurisdiction/Venue/Legal Fees: The parties agree that this Agreement will be governed by the laws of the State of Florida, without regard to its choice of law provisions. The parties' consent to the exclusive jurisdiction of a venue in the state and federal courts of Lake County, Florida. Renter agrees to pay BBM its reasonable attorney's fees and expenses associated with any breach or enforcement of this agreement.	Initials:



ROOM RENTAL PROCEDURES

Building Blocks Ministries is pleased to offer our facility to the community for meetings and events. The following procedures must be followed when utilizing the building for Room Rental. When renting the Rental Space, you agree to adhere to the following procedures:

Facility Use Procedures:

1. Do not prop open any outside doors as it will allow outside nature friends to enter and air to escape.
2. Air conditioning units may be turned down to **no lower than 72 degrees**. Upon departure of the building the room should be **increased to 80 degrees**. During cold months heat may be utilized, but should be turned to **68 degrees** upon departure.
3. All lights must be turned off upon departure, including bathroom lights.
4. Empty all trash cans that were utilized, replace bags with bag at the bottom of the can. Trash bags must be placed in the dumpster unit located in the parking lot.
5. Clean kitchen area; sinks, island counter top, countertops and coffee pots.
6. Sweep and mop floors if needed.
7. Please do not leave any food or drinks items behind.
8. Return tables and chairs to the position prior to use.
9. Place all table cloths in the laundry baskets provided.
10. Inform BBM staff of any damages or incidents that occurred during facility use.
11. When leaving the building ensure that all doors are locked.

Building Blocks Ministries' staff will remain onsite during your event, they may be in the office space, please contact them on the phone # provided at the time of your confirmation. Please contact them when you are ready to leave the building or if a need arises during your event.

We appreciate your attention to following these procedures as it helps to maintain the building for future use.

By signing below, you are signifying your agreement and understanding of Building Blocks Ministries' Room Rental Agreement and Room Rental Procedures. You are also signifying that noncompliance with the expectations for Room Rental can result in the inability to use the facility for future events.

Renter's Signature

Renter's Printed Name

Date

Building Blocks Ministries Signature