

**Rental Contract for use of the Classrooms at Creative Living Fellowship**  
**6530 North 7<sup>th</sup> Street, Phoenix, AZ 85014**  
**Office 602-906-4080 - fax 602-906-4991**

CLF classrooms are available for workshops, meetings, or other small events of 25 people or fewer and are based on a Rental Fee. CLF reserves the right to refuse the use of the classrooms to any person or group as well as to monitor the activities and/or conduct of the participants during such events.

**Rental Fee:**

The full non-refundable rental payment will be required to hold the space. This rental payment is for use of the CLF Classrooms only, and a predetermined amount of tables and chairs. If prior arrangements are made a CD player, dry erase board and flip chart holder may also be made available at no additional charge. CLF accepts rental payment by cash, check or major credit/debit card.

**Credit/Debit Card required:**

Although the full amount of the rental fee will be required to hold the space, an additional signed credit/debit card slip will also be required at the time of the rental to cover any additional rental times, cleaning/damage fees or key deposits required by CLF.

**Cleaning Fee:**

A cleaning fee may be required, in addition to the rental fee, to ensure the facility is returned to its original state. If excessive cleaning is required, CLF requires this fee be paid by renter to bring the facility back to its original state and will be billed to the credit/debit card receipt signed by renter at the time of the rental payment. CLF reserves the right to make this decision and will notify renter within 10 business days of rental use of any such decision.

**Damage Fee:**

An additional damage fee may also be required by CLF should there be any damage to any furniture, carpets, restrooms or any property of CLF. This fee will be paid by renter to bring the facility back to its original state and will be billed to the credit/debit card receipt signed by renter at the time of the rental payment. CLF reserves the right to make this decision and will notify renter within 10 business days of rental use of any such decision.

**Replacement Key Fee:**

A replacement key fee is also required in addition to the rental rate. If a facility key is issued it will be made available, by appointment, at the church office during regular business hours, one week prior to the rental date. The key must be returned within 30 days of the last rental date the facility is used. If the facility key is not returned a \$50 replacement key fee will be billed to the credit/debit card receipt signed by renter at the time of the rental payment. CLF reserves the right to make this decision and will notify renter of such decision.

**Procedures:**

In order to ensure that the facility is maintained in optimal condition, the following procedures must be agreed upon and strictly adhered to by any group, individual and their guests using space on the campus.

- Renter is solely responsible for any damage caused by themselves or any guests attending their event.
- Drinks are allowed only if contained in a spill proof container.
- Food is not permitted in the classrooms.
- When not combined with flowers, tea lights and votive candles are acceptable.
- Taper candles are prohibited.
- Seeds, rice, confetti, glitter, real rose or other real flower petals etc. may NOT be thrown anywhere on the CLF campus.

- With the exception of working service animals, no pets are allowed within any of the buildings. Pets who are on leashes or otherwise contained are welcomed on the premises as long as their owners keep them under control and clean up any mess they might leave.
- Smoking is permitted only in designated smoking areas outside the courtyard gates.
- Firearms may not be brought to the CLF campus.
- Appropriate attire and behavior shall be displayed at all times while on the CLF campus.
- Renters are responsible for all clean up of the Classroom.

As much as we appreciate sharing your energy at CLF, storage space is very limited so we respectfully ask that you do not store any items in the classrooms. Any items left in the classrooms may become the property of CLF.

**Cleanup of the CLF Classrooms include:**

- Cleaning off all tables and chairs.
- All tables and chairs returned to their original positions.
- Removing all trash and any other items you may have brought into the classroom.
- Returning the facility to its original state.

**Responsibility of Renter:**

Renter assumes all responsibility for the conduct of all guests, at their event. This also includes but is not limited to any damages that may also result.

**Securing your vehicles and personal property:**

CLF is not responsible for any damaged caused by theft, vandalism or Acts of God to any personal property.

**Adult Supervision of children under the age of 14:**

An adult over the age of 18 is required to supervise all children under the age of 14 at all times while on the CLF campus.

**Sound levels:**

Since other guests may also reserve our facility at any given time, please be considerate of your sound levels.

**My signature below verifies that I have read and agree to all policies, procedures and fees required by CLF.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Please print name

**Specifications and Rental Fees of the CLF Classrooms**  
**Bases on availability, classrooms may be available to rent**  
**7:00 am – 11:00 pm, 7 days a week**

Room	Sq. feet	Seating	Includes	**Rental Fee Tue. – Fri., 10 am– 5pm	**Rental Fee All other times
Emerson Room	360	*Seats 20 without tables Includes 16 padded chairs and 4-6' tables	CD player Dry erase board Flip chart holder	\$10 per hour	\$15 per hour
Hopkins Room	306	*Seats 20 without tables Includes 16 padded chairs and 4-6' tables	CD player Dry erase board Flip chart holder	\$10 per hour	\$15 per hour
Troward Room	306	*Seats 20 Includes 1 - 3' table and 20 padded chairs	CD player Dry erase board	\$10 per hour	\$15 per hour

\*Additional chairs may be request in advance of the event

\*\*Rental Fees are subject to change without notice

**Rental Times:**

Renter agrees to use the facility during the pre-approved times only. This includes the time needed for set up prior to the event and clean up after the event. Any additional time will be billed in 1-hour increments at the rate of \$20 an hour to renters credit/debit card on file at CLF.

A 19" TV with VHS/DVD player is also available for an additional fee of \$5 an hour.

**If you desire, free additional advertising services may also be available:**

- Your event information sent to 500+ email recipients on our personal email list the first of each month if you submit your information in 100 words or less by the 20th of the month prior to your event.
- Your event information posted on our online calendar that currently receives approximately 1000 visits a month.
- Posting of your flyer on our activities wall in The Mind Shop Bookstore.

Please email your event information to [tammy@creativelivingfellowship.com](mailto:tammy@creativelivingfellowship.com).

Facility tours are available by appointment only, Tuesday – Friday, 10:00 am – 5:00 pm.

Please visit our online calendar at [www.creativelivingfellowship.com](http://www.creativelivingfellowship.com) to confirm room availability.