RENTAL CONTRACT

RENTAL AGREEMENT

As an authorized representative of the sponsoring organization, an individual client, or employee, I/we agree not to hold Reformed Theological Seminary (RTS) or anyone associated with RTS liable for injury, accident, or illness of participants attending the event. We understand the Facility Request and Rental Contract forms must be received and approved by the Seminary and the appropriate deposits paid before the requested event can be scheduled and reserved. In the unlikely event the Seminary cannot honor the scheduled event due to a utility malfunction, natural disaster, or other unforeseen events, the only liability of RTS will be to refund any rental deposits prepaid to RTS.

_____________________________________________
Client Written Name

_____________________________________________
Date

_____________________________________________
Client Signature

DEPOSIT AGREEMENT

As an authorized representative of the sponsoring organization, an individual client, or employee, I/we have scheduled an event at Reformed Theological Seminary for ___________________________ . (Date) I/we agree this form must be signed and returned with a 25% non-refundable deposit. I/we agree that an additional 25% is due 90 days prior to the event. If the event is booked less than 90 days in advance, we agree to pay a 50% deposit with the remainder due 2 weeks prior. We agree the final payment and custodial fee is due 2 weeks before the event. (Please remit a separate check for the custodial fee.)

_____________________________________________
Client Written Name

_____________________________________________
Date

_____________________________________________
Client Signature

REFUND & CANCELLATION AGREEMENT

I/we understand the 25% facility deposit is non-refundable and will be refunded only if a request is made within 60 days after submitting the required forms. A written explanation must be submitted to determine if any of the deposit can be refunded. Facility cancellations made within 30 days of an event will not be eligible for a refund.

_____________________________________________
Client Written Name

_____________________________________________
Date

_____________________________________________
Client Signature