

FOR OFFICE USE ONLY:

Amt. due for event: _____

Date check received: _____

Check amount: _____

Check number: _____

**RECREATION DEPARTMENT
FIRST PRESBYTERIAN CHURCH
4815 FRANKLIN ROAD
NASHVILLE, TN 37220
615-298-9583
fax: 615-298-9552
e-mail: emunoz@fpcnashville.org**

**CONTRACT FOR THE USE OF
FIRST PRESBYTERIAN CHURCH RECREATION EQUIPMENT**

We are glad you have chosen to use the facilities of First Presbyterian Church. Please complete and sign this contract. Retain one copy for your records and return the other to the Recreation Office at the address above. Your full fee **must accompany** this contract.

The following are understandings that will help your event operate smoothly and efficiently.

WE THE UNDERSIGNED:

1. Agree that the reservations will be made for us when the signed contract is completed in full and returned with the full payment.
2. Agree that the rates charged for the use of the equipment will be the rates that are in effect at the time that the equipment is used.
3. Agree to clean the equipment which is used by us before returning it, and further, that we will be held responsible for any damage done to the equipment while under our care. If any damages occur while using the equipment, agree to pay to have these items fixed or replaced.
4. The amount of materials included with the rental is based on an estimation given to us by the renter. This determines the cost for the rental. Extra supplies are always provided at no extra cost. Any unused ingredients or materials should be returned with the machine. Refunds are not given for unused ingredients due to the amount given being based on the renter's estimation.
5. Equipment should be returned the first business day following the event. A late fee of \$25 per day will be incurred, unless discussed beforehand.

PLEASE CHECK THE EQUIPMENT YOU WISH TO USE:

Popcorn Machine _____ Snow Cone Machine _____ Cotton Candy _____ Other _____

Sponsoring Organization _____

Telephone Number _____ e-mail: _____

Sponsoring Organization Address _____

I have read and agree to the terms to which I am committing myself in this contract.

Signature

Date