



# A Guide to Renting Out Your Ministry Facilities



Letting others use your church or ministry facilities can be a blessing! It is also wise to make sure you have some policies and procedures in place to protect you and whoever is using your facilities.

The following will help guide you in making sure you can safely share the blessing of your building.

## FOUR KEY STEPS TO SAFETY

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1. Outline who can use your facilities and for what purpose in your policies and procedures.
2. Require a signed Facilities Use Agreement (FUA) when your facility is being used for both inside and outside facility use.
3. Ensure the outside group has liability insurance or workers' compensation insurance if it is an employer.
4. Outline a means of reporting incidents.



# Example Facilities Use Agreement

This agreement by and between \_\_\_\_\_  
Owner's name Owner's complete address

("Owner"), and \_\_\_\_\_  
User's name User's complete address

will take effect on the \_\_\_\_\_ day of \_\_\_\_\_ and will continue for a period of \_\_\_\_\_  
Day Month/year Time period

WHEREAS, Owner owns premises located at \_\_\_\_\_  
Complete address

which is normally used for \_\_\_\_\_, and  
Type of use

WHEREAS, User desires to use the \_\_\_\_\_ area of the facilities for the purpose of \_\_\_\_\_  
Area of premises (e.g., church gymnasium)  
Purpose of use

and WHEREAS, Owner has agreed to allow User to use the facilities for the above described purpose provided that the following terms and conditions are met.

## IT IS THEREFORE AGREED BY AND BETWEEN THE PARTIES:

1. Owner agrees to let User use the above described premises for the above described purpose on

\_\_\_\_\_  
Describe times and days of usage

\_\_\_\_\_  
Name of Owner's contact person

is the contact person for Owner and \_\_\_\_\_ is the contact person for User to coordinate the details of usage.  
Name of User's contact person

2.  **Fee Agreement.** User agrees to pay Owner \_\_\_\_\_ for the use of the premises.  
Amount
- Non-Fee Agreement.** In consideration for the benefit of using Owner's facilities without fee, User agrees to abide by all the terms and conditions of use described in this agreement.
3. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above described facilities.
4. User agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically based religious institution.
5. User agrees to abide by any laws, rules, ordinances, and/or regulations for the use of the premises that are attached to this agreement.
6. User agrees that it is solely responsible to implement all appropriate safety, security, screening and supervision procedures to protect attendees including children, youth and vulnerable adults.
7.  **Organizational Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above described premises. The certificate of insurance will indicate that User has made Owner an "additional insured" on User's policy with respect to the use by User of the above described premises.

**Individual Users.** User promises and warrants that User will obtain signed *Activity Participation Agreements* (either provided by or acceptable to Owner) from each participant in the activity. If the participants are minors, User will obtain the signature of at least one parent or legal guardian on each *Activity Participation Agreement*.

- 8. User agrees to hold harmless, indemnify and defend Owner (including Owner’s agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, illness, exposure to infectious/communicable disease, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User’s purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner’s agents, employees and representatives) or otherwise.
- 9. The User may use the following equipment and furnishings subject to the Church's approval:

\_\_\_\_\_

\_\_\_\_\_

- 10. User agrees to be responsible for preparing for use and returning to the pre-use condition all areas and equipment of the premises which User will use, including entrances and exits.
- 11. User agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
- 12. This agreement may be canceled unilaterally by either party with 14 days written notice to the other party.
- 12.5. In the event that Owner must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will Owner be liable to User for any lost profits or incidental, indirect, special or consequential damages arising out of User’s inability to use the above described premises, even if Owner has been advised of the possibility of such damages.
- 13. User agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
- 14. Owner and User agree that any disputes arising under this agreement will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and User cannot mutually agree upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.
- 15. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this \_\_\_\_\_ day of \_\_\_\_\_

Day

Month/year

**OWNER**

**USER**

\_\_\_\_\_

Signer’s name

\_\_\_\_\_

Signer’s name

\_\_\_\_\_

Position with Owner (title)

\_\_\_\_\_

Position with Owner (title)

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