



📍 731 Shirley Lane, Greensboro NC  
🌐 [www.mtolivegreensboro.com](http://www.mtolivegreensboro.com)  
📘 @mtolivecogreensboro  
💰 \$MTOLIVECOC  
☎ 336.897.2354

## MEETING ROOM RENTAL AGREEMENT

Contact Name:

Telephone #:

Renter's Address:

City:

State:

Zip Code:

Email:

Requested Rental Date:

Attachment A Due Date:

Planned Rental Start Time:

Planned Rental End Time:

Event Start Time:

Event End Time:

Event Purpose & Description:





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**PAYMENT:** The signed rental agreement along with full payment is required to reserve both the room and date unless previously agreed in writing by Mt. Olive Church (MOC) staff.

**PAYMENT METHOD:**

CHECK      CASH      CASHAPP      BREEZE      GIVELIFY

**CANCELLATIONS:** Cancellations made seven (7) days or more in advance of the event date will receive 100% refund. Cancellations made the same day or less than six (6) days prior to the event date MAY inquire a charge and / or forfeit their refund.

**SET UP, ADDITIONAL SERVICES & OVERTIME:** Tables, chairs and cooking equipment are available for use. MOC will not be responsible for setting up rooms, tables, chairs or equipment. The Lessee will be responsible for these any setup in addition to ensuring the building is cleaned and returned to its original state ("as it was found").

I have read, understand and will honor all rental terms and conditions of this rental agreement, including all rental guidelines stated in this agreement. I understand that MOC is only expected to provide use of the facility. Any violation of this rental agreement or guidelines may result in the loss of room use in the future.

**LESSEE**

Name:

Title:

Signature:

Date:

**MT. OLIVE CHURCH (MOC)**

Name:

Title:

Signature:

Date:





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## RENTAL GUIDELINES

**PARKING:** Lessee and guests of the Lessee may use the MOC parking lot free during the rental period outlined on page 2. MOC assumes no liability for vehicles, contents or passengers due to damage, negligence, vandalism and / or theft.

**ALCOHOL, SMOKING AND TOBACCO US IS PROHIBITED:** The consumption or use of alcohol and/or tobacco products is strictly prohibited in the buildings and on the grounds of MOC. Lessee shall take all reasonable steps to ensure compliance with this provision. Violation of this policy will result in forfeiture of refund and future use of facility.

**REASONABLE CARE OF PREMISES:** Lessee shall take reasonable care in its use of the leased premises and shall observe reasonable precautions to avoid damage to the leased premises. Lessee shall not use the leased premises in any manner that poses an unnecessary hazard to the building or its occupants. If any damage to the building, property or equipment is caused by Lessee or Lessee's guests or employees, then Lessee shall be liable for the cost of such repairs or replacements as are necessary. Any damage or equipment issues should be reported immediately to MOC staff. Meeting rooms can only be used for approved purposes. Nothing should be attached to the walls, ceiling, or any fixtures. Lessee and its guests should use the trash and recycling receptacles. NO used materials should be left in meeting rooms.

**THEFT, VANDALISM:** Lessee is responsible for any loss of or damage to any furnishings or equipment as a result of theft or vandalism caused by Lessee, its guest, employees or agents.

**HOLD HARMELSS AND INDEMNIFICATION:** Lessee agrees to indemnify, defend, and hold harmless the officers, agents, and employees of MOC, from and against any and all liabilities, damages, costs, expenses (including all attorney's fees and expenses), causes of actions, suits, claims, demands, or judgments of any nature including subrogation claims arising out of or in connection with Lessee's use and occupancy of leased premises. This clause does not include claims arising out of the intentional, willful, or wanton misconduct of MOC, its officers, agents, or employees.

**CHOICE OF LAW:** This Lease shall in all respects be governed by the laws of the State of North Carolina.

**NUMBER OF OCCUPANTS:** Lessee agrees that the occupancy of the rented meeting room shall not exceed limited occupancy levels. Fellowship Hall: 60 persons.

**REPAIRS, REDECORATION, OR ALTERATIONS:** Lessor shall be responsible for excessive cleaning and repairs to the interior and exterior of the building, provided, however, repairs required through damage caused by Lessee, its guests, employees or agents.

**ANIMALS:** Lessee shall have or keep any animals (incl. domestic) in or about the leased facility or on the leased premises without the prior, express, and written consent of MOC.

**ATTORNEY FEES:** In the event that any action is filed in relation to this lease agreement, the unsuccessful party in the action shall pay to the successful party, in addition to all the sums that either party may be called on to pay, a reasonable sum for the successful party's attorney fees.

**PHOTO RELEASE:** Occasionally, MOC photographs rental events. By signing this agreement, the lessee releases the use of event photos and videos of attendees 18 and over for marketing and media purposes.