

Seventh-day Adventist Church
FLORIDA CONFERENCE

Rental Agreements

Often, churches receive requests to rent. If your church or school agrees to rent your facility to another church for a once- or twice-a-week service, an unused area as dedicated space, or to an entity or member for a short-term or one-time use, the Property Development department is here to help, we can give guidance and create rental agreements. This will help ensure a good understanding of what is expected and to protect should something go wrong.

The first step is to research to determine a fair price. The price will depend on your area (you may want to consult with a local real estate agent), and how much of the building and the amount of time they will be able to access your facility. If you want to rent to a daycare or school, you may need to obtain a professional appraisal done to determine the market rate price.

Once you have an idea of arrangements and charges, have your church or school board discuss and vote on a price, what area can be accessed, and days and times. The details can be submitted by scanning the QR code at the bottom of this paper or use the link. Please be as specific as possible in answering the questions.

Once you've completed the online form, please email the following:

- A copy of your board minutes approving the rental
- A floor plan with areas to be used indicated
- A copy of the renter's general liability insurance, which includes coverage against claims for personal injury, death or property damage with limits of not less than Three Million Dollars (\$3,000,000.00) per occurrence with respect to the Licensed Area, Licensor's Personal Property and Licensee's conduct of business therein and aggregate or excess umbrella coverage of not less than Five Million Dollars (\$5,000,000.00); and listing the Florida Conference Association of Seventh-day Adventists, 351 S. SR 434, Altamonte Springs, FL, 32714 as additionally insured. A copy of the renter's Worker's Comp insurance may also be required. NOTE: If renting to a school or daycare, higher insurance levels may be required.
- Since the Association owns the property, an officer of the Association will need to sign a rental agreement. Contact the Property Development department with any questions.



or <https://forms.office.com/r/rAvi2qTm86>

