

Seventh-day Adventist' Church  
FLORIDA CONFERENCE

If your congregation needs a space to meet, we can help with the paperwork. Many other churches and venues have their forms, but some will want help drafting a rental agreement. The Property Development department is here to help. We work with the legal counsel to draw up the proper paperwork or review what the property owner offers.

Rental agreements should include details such as start and end dates, an option to renew the agreement or cancel if things don't go as planned, information on who, how, and when to notify, and a clear definition of space, days with time, what equipment can be used, expectations, and responsibilities. We want to avoid undue responsibilities, such as needing to paint the whole building, even if you only use part of the building once a week.

As a renter, you are required to carry liability insurance, which can be obtained from the Florida Conference Risk Management department. However, it can take a week or more to obtain, so plan ahead.

Remember, if you are using someone else's property, you are a witness to them. Leave a good feeling, clean up, follow the rules, and be kind.



## **RENTAL AGREEMENTS – BE A GOOD TENANT**