

# CORNERSTONE ASSISTANCE NETWORK HEADQUARTERS AND MINISTRY CENTER FACILITY RENTAL CONTRACT

## Rental Times and Fees

Cornerstone Assistance Network (CAN) Meeting Facilities are available for rental six days a week, excluding holidays. Individual or organization (Renter) renting space should reserve sufficient time before and after the event for setup and cleanup. Please complete the Room Request Form provided with this contract to provide necessary details for your event.

Day	Rental Hours	Security Fees**
Monday - Thursday	8:00 a.m. to 5:00 p.m.	\$0
Monday - Thursday	5:00 pm to 11:00 pm	\$25/hour
Friday	8:00 am to 4:00 pm	\$0
Friday	4:00 pm to 11:00 pm	\$25/hour
Saturday	8:00 am to 9:00 pm	\$25/hour

**Community Room**--- \$100 for up to 2 hours, \$50 per additional hour afterward (maximum of \$300/day). Community Room can be set up for Banquet Seating, Café Seating or Conference Seating.

**Board Room** -- \$50 for up to 2 hours, \$25 per additional hour (maximum of \$250/day), seating for up to 20

**Training Room** -- \$50 for up to 2 hours, \$25 per additional hour (maximum of \$250/day), seating for 12-15

**Computer Lab -- w/ computer usage (8 units)** -- \$100 for up to 2 hours, \$50 per additional hour (maximum of \$300/day)

**Computer Lab -- meeting** -- \$50 for up to 2 hours, \$25 per additional hour (maximum of \$250/day), seating for 8-24.

*\*A portion of Rental Fees may be waived for churches and non-profit organizations who are Network Partners (have signed an MOU with CAN), providing there are no special setup requirements. Should Partner require a different setup, fees may be reduced up to 50%. There is a minimum \$25 charge for the Community Room when food is going to be served.*

*\*\*Security Fees are due for all events (including those booked by Network Partners) that are held outside of normal operating hours for CAN Headquarters and Ministry Center. This is not a Damage Deposit, but covers the cost of providing required staff to open/close the building and monitor the building security during these hours. When CAN staff are not available and a contract security provider must be used, you will be billed for a minimum of 6 hours. You will have the option to reschedule your event hours if a CAN staff member is not available.*

## Cornerstone Catering Food Services

Catering services are available through Cornerstone Catering. All caterings are planned according to your particular budget, theme, and food choices. More information is available on our website. You may contact our Catering Services Coordinator at 817-632-6036 or [danderson@canetwork.org](mailto:danderson@canetwork.org).

## Cancellation or Rescheduling of Rental Date

Cornerstone meeting spaces are used heavily by both Cornerstone programs and our Network Partners. If you find you must cancel your event, please provide as much notice as possible so the room/s can be freed up for others to use.

## Cleanup

Each Renter and Renter's service provider will be responsible for cleanup. All setup materials and decorations must be removed prior to departure. Please complete the [Room Cleanup Checklist](#) and leave at the Front Reception Desk before you leave. If you use the Kitchen Prep Area during your event, the kitchen must be cleaned as indicated on the Kitchen Cleanup Checklist. CAN staff will inspect the facility after rental event to ensure the room is returned to pre-event condition. Failure to comply with cleanup rules will result in Post-Event Cleanup/Damage charges.

## Cleanup/Damage Charges

A Post-Event Cleanup/Damage Charge will be assessed and invoiced for the following:

- Reserved Room/s are not returned to original setup (Renter will be billed for staff time to correct)
- Damage to CAN equipment/furnishings (Renter will be billed for repair/replacement costs)
- Failure to complete room cleanup (see Room Cleanup Checklist; renter will be billed for staff time to correct)

Charges for damaged items will be based on replacement costs. An invoice will be prepared and is payable immediately upon receipt. Renter will be provided a full explanation of damage/cleanup charges.

## Furniture

CAN will set tables and chairs in the Community Room as designated on room charts. (Computer Lab, Training Room, and Board Room have fixed furniture layouts.) Community Room Setup Requests should be submitted one week prior to scheduled event by fax (817-632-6001) or email ([info@canetwork.org](mailto:info@canetwork.org)). Renter may move furniture to accommodate guests; however, **you are responsible to return the room to the original setup before leaving CAN premises.**

## Policies:

**Alcoholic Beverages** are NOT allowed on CAN property at any time.

**Smoking** - The CAN campus is entirely non-smoking. This includes offices, restrooms, meeting rooms, public spaces, hallways, and grounds out to Noble and Penland streets. A Post-Event cleanup fee will be assessed if there is evidence of smoking in the building. Fog machines are not allowed.

**Compliance with State and Local Regulations**

Individuals and/or organizations renting CAN facilities shall comply with all laws - federal, state and local - including all ordinances of the City of Fort Worth. All rules, regulations and requirements of the police and fire departments shall be observed. If requested by CAN, any permit, license or tax required for any activity shall be purchased by the renter and made available to CAN. It is also the responsibility of the renter to determine which laws and ordinances apply to the activity of the renter and to ensure compliance with same. Should any violation be found to exist, renter hereby assumes all responsibility for correcting or removing such violation.

**Service Providers**

**Renter or representative of renter must be on premises when service providers are in the building and must be available to accept deliveries.** All service providers (Caterer, Rental Company, etc.) are the responsibility of the renter. Equipment of service providers shall have and be rolled on dollies with rubber casters; **metal casters are not allowed.** The floor must be protected from liquid with a plastic and absorbent overlay under all beverage containers such as ice chests.

**Safety and Welfare of Guests**

Renter hereby assumes all responsibility for the safety and welfare of guests. Renter agrees to indemnify and hold harmless CAN, its officers, employees, directors, agents and representatives, for any and all injuries, property damage or loss sustained by renter or renter's guests during rental of CAN facilities. Such indemnification includes, but is not limited to, all claims arising out of or asserted to have been caused by CAN's negligence, or the negligence of any officer, employee, director, agent or representative of CAN. Carrying of firearms or concealed weapons of any type is prohibited on premises of CAN. Tampering with the fire system is a violation of CAN policy and Fort Worth City Ordinance. Violators shall be subject to prosecution and fine by CAN and City authorities. **No illegal activities** of any kind shall be tolerated on CAN premises.

*CAN reserves the right to amend, revise, add to or change any of the above policies and regulations as deemed necessary by its Board of Directors and/or Executive Director.*

**Please make sure to return the Room Request Form with this contract. To discuss this contract or the Room Request Form, please contact Denice Crawford, Administrative Assistant at [dcrawford@canetwork.org](mailto:dcrawford@canetwork.org) or 817-632-6010.**

**As an authorized representative of \_\_\_\_\_, I have read and understand the terms of this RENTAL CONTRACT and shall comply with all Policies and Regulations of the Cornerstone Assistance Network, located at 3500 Noble Avenue, Fort Worth, Texas, 76111. I authorize Cornerstone Assistance Network to invoice the above-named organization for requested Food Services, Security Fees, and Post-Event Cleanup/Damage Fees as outlined in this agreement.**

\_\_\_\_\_  
**Printed Name**

\_\_\_\_\_  
**Date of Event**

\_\_\_\_\_  
**Signature**

\_\_\_\_\_  
**Contact Phone and Email**

**A RESERVATION IS NOT CONFIRMED UNTIL THIS CONTRACT IS APPROVED BY A CAN REPRESENTATIVE. (A duplicate of the approved contract will be provided by email to the authorized representative.**

**Rental request has been approved by \_\_\_\_\_ (CAN Representative) \_\_\_\_\_ (Date)**