

Highland Baptist Church Ministry Center Housing Agreement

Welcome to the Highland Baptist Church Ministry Center House! We are so pleased that you will be spending time with us. We pray that your visit will be comfortable, restful and refreshing. To help ensure that you enjoy a pleasant stay and that the Ministry House is properly maintained, we have identified the following areas of responsibility. We ask that you review and complete the following information; ask questions or seek clarification where needed; then, sign the agreement where indicated.

THIS AGREEMENT is by and between **Highland Baptist Church of Tullahoma (HBC)**, (“**Landlord**”), and _____ (“**Tenant**”), Tenant having represented himself or herself or themselves as being at least 18 years of age.

WITNESSETH:

PREMISES: Landlord does hereby demise and rent unto Tenant, and Tenant hereby leases from Landlord these certain premises located at _____ (“**Leased Premises**”) for the term commencing _____ and ending _____.

USE: Tenant shall use the Leased Premises as a residence and for no other purpose. Only Tenant and their immediate family (husband, wife, children, mother, father) are permitted to reside in the Leased Premises and any visitors shall be allowed pursuant to rules which Landlord may from time to time declare. The Leased premises shall be used only and exclusively for lawful purposes and no part of the Leased Premises or common areas shall be used in any manner whatsoever in violation of rules established by Landlord nor for any purposes in violation of the laws, ordinances, regulations, or orders of the United States, State of Tennessee, or any city or county, or any duly constituted subdivision, department or board thereof. Tenant shall comply with all such laws, ordinances, regulations, or orders now in effect or hereafter enacted or passed during the term of this lease which are applicable to the Leased Premises and common areas.

FEES: Tenant shall pay to Landlord a monthly rent in the amount of zero Dollars (\$0.00) A damage deposit of \$350 is required along with the completed Agreement form. At the end of your stay, if Leased Premises are found in good condition during exit inspection, you will be refunded all of your deposits less monies needed for repairs. (If the applicant is part of the Uniting for Ukraine project these fees will be waived.)

QUIET ENJOYMENT: So long as Tenant shall fulfill all the covenants and conditions of this lease, Tenant shall peaceably and quietly have, hold, and enjoy the Leased Premises for the term of this lease.

RESERVING: To reserve the Ministry Center House, you must turn in the completed and signed Ministry Center Housing Agreement form. Reservation requests will be considered

in the order received. If the applicant is reserving the house as a part of the Uniting for Ukraine Ministry project then the applicant will expect to be residents for no more than 2 years.

TERM: Residence in the Ministry Center House shall begin on _____ and end on _____.

Members of your family residing in the Mission House will include (Preferably no more than 4-5 individuals):

Names

Relationship

CONDITION: Landlord shall conduct a walk-through of the Leased Premises with Tenant upon Tenant’s arrival for occupancy. Tenant shall examine and inspect the Leased Premises before deeming it to be in a fit, habitable, and clean condition. Tenant accepts the Leased Premises in their “as is” condition and acknowledges that Landlord has made no representations or warranties either express or implied as to the condition or use of the Leased Premises or common areas. At the time of occupancy, the Mission House will be in a reasonably safe, clean, good condition and tenantable. You agree to notify HBC of any areas of concern upon move-in. You further agree to return the premises in as good a state and condition as they were at the beginning of your stay – with the exception of reasonable use wear and tear and damages caused by the elements.

DELIVERY OF POSSESSION. It is agreed that if Tenant shall be unable to enter into and occupy the Leased Premises at the time above provided by reason of said Leased Premises not being ready for occupancy, or by reason of the holding over of any previous occupant of the Leased Premises, or as a result of any cause or reason beyond the control of Landlord, Landlord shall not be liable in damages to Tenant. If Landlord is unable to deliver possession of the Leased Premises to Tenant within 30 days after the date specified for the commencement of the lease term, either party may cancel and terminate this lease. In the event Tenant is permitted to take possession of the Leased Premises prior to the commencement of the lease term, the terms of this Lease will take effect immediately upon occupancy.

MAINTENANCE & REPAIR: We want to keep the Mission House comfortable and functional. Toward that end, we need your help. While in residence, you agree to **immediately notify HBC of any needed repairs** so that they may be promptly addressed. You further agree to facilitate the completion of the repairs by cooperating

with repair schedules and personnel. Tenant covenants and agrees that at all times during the term the Leased Premises shall be maintained in a good, clean, and sanitary condition, free of trash, garbage, and debris. Tenant shall reimburse the Landlord for the cost and expense to repair all damage to the Leased Premises, if such damage shall be caused by the act or omission of Tenant or Tenant's visitors.

HBC will provide **routine extermination and yard services**. You agree to assist with the yard by keeping it clear of toys or other items that would impede the mowing of the yard and notifying HBC of any pest or yard concerns.

While in residence, you agree that no **animals** or **hazardous materials** may be kept in the Ministry Center House. You agree that no use of alcohol or tobacco products will be used in the Ministry Center House.

FURNISHINGS: HBC will provide for the Ministry Center House to be completely furnished, including furniture, appliances, kitchen utensils, and linens. Furniture or other items may not be removed from the premises for storage or other purposes without permission of the Landlord. An inventory list and a copy of these policies will be placed in the Ministry Center House and maintained in the church office. HBC will provide adequate insurance on the dwelling and furnishings, but Tenant will be responsible for acquiring Renter's Insurance to cover their personal items.

UTILITIES: HBC will be responsible for setting up utilities, including: electricity, water, and/or gas services. Tenant shall reimburse Landlord for all utility services (electricity, water, garbage pickup, cable TV, and internet) delivered to the Leased Premises during the term of this lease within 2 weeks of Landlord presenting monthly documentation as to the utility expense incurred. Tenant will pay pro-rata portion of utilities for any days of lease not coinciding with utility bill. Utilities will remain in the name of Landlord. Tenant will rely on personal cell phone service as the house will not have a land line for telephone service. The Tenant will be responsible for any cable and or internet services. (If the resident is part of the Uniting for Ukraine project the Ministry Center House will be provided rent free, including utilities (electricity, gas, garbage, water, sewage), basic internet connection and television (not cable).)

The Tenant will be responsible for disposing of all household trash in the trash bin that will be provided and/or by using the church provided dumpster in the north parking lot. Please notify HBC if you have any questions or concerns regarding these services.

ALTERATIONS TO PROPERTY: You agree not to make any alterations to the Ministry Center House or property **without the prior written consent** of HBC.

ROUTINE MAINTENANCE REVIEWS: In an effort to effectively maintain and improve the Ministry Center House, a member of the Building & Grounds Team or the Facilities

Manager will conduct routine inspections of the property to identify any areas of concern, repair, upkeep or improvement. You agree to facilitate these reviews and provide information or recommendations for maintenance and improvement. Keep in mind this is an extension of God's house, so please treat it with the same respect.

ARRIVAL/DEPARTURE: The requesting family is responsible for corresponding with the Chairman of the Building & Grounds Team and the church office and/or the Missions Team (if the resident is part of the Uniting for Ukraine Program or any church sponsored mission project) as to the final details of arrival and departure. If the premises must be vacated earlier than scheduled, or if the house will be left empty for more than one week then the chairman of the above team(s) and/or the church office must be notified as soon as possible.

DEFAULT: If you fail to comply with the basic provisions or duties of this Agreement, HBC shall provide written notice of the non-compliance. If within ten (10) days, the issues have not been addressed, HBC will provide written notification of the intent to terminate this agreement and your stay at the Ministry Center House.

Should Tenant violate any term or condition of this lease, Landlord shall have the right, at its option, to terminate this lease. **To entitle Landlord to terminate this lease it shall not be necessary for Landlord to give notice of conditions or covenants broken, the execution of this lease by Tenant being sufficient notice of the demand for the same.**

INDEMNIFICATION: HBC shall not be held liable for any damages or injury occurring to persons or properties within the Mission House or upon the related property.

RENTER'S INSURANCE: Tenant is responsible for securing "renter's insurance" to cover the loss or damage to their personal belongings. Documentation of that insurance should be provided to Landlord no later than five business days after initial occupancy. (This will not apply to an applicant who is part of the Uniting for Ukraine project or any church sponsored missions project.)

ADDITIONAL COVENANTS: Tenant covenants and agrees to the following:

1. Tenant is encouraged to worship at a local Southern Baptist church of their choice to fellowship with Tennessee Baptists and encourage the church to support missions.
2. Tenant shall not create or maintain, or allow others to create or maintain, any nuisances including but not limited to loud noises, sound effects, accumulations of trash or refuse, offensive odors, smoke, or dust on or about the Leased Premises.
3. Tenant shall commit no waste (deplete any resources on the property that impairs its value).
4. No tobacco products, alcoholic beverages, or illegal drugs shall be permitted upon the Leased Premises.
5. No animals shall be allowed in or about the Leased Premises. Tenant shall be liable

for any damage that should occur as a result of a violation of this covenant.

6. Tenant, Tenant's invitees, agents, licensees, or visitors shall park all motor vehicles only in the parking area provided for such purpose and behind the house.
7. Tenant shall keep the inside of the Leased Premises at a temperature sufficiently high to prevent freezing of water in pipes and fixtures inside the Leased Premises.
8. Tenant may not alter house or property in any way, attach any antennas, satellite dishes, recreation equipment, or other permanent fixtures to exterior of house. Tenant may not secure additional utilities requiring an attachment to the house.
9. Tenant shall not remove any furnishing, fixtures, or existing curtains and curtain rods in the Leased Premises, nor shall Tenant install any curtain rods or blinds without Landlord's consent.
10. Tenant shall not paint, attach anything to walls, wallpaper or redecorate the Leased Premises, nor shall Tenant make any alterations or additions to the Leased Premises.
11. The plumbing facilities shall not be used for any purpose other than that for which they are intended, and the expense of any breakage, stoppage, or damage resulting from a violation of this covenant shall be paid by Tenant.
12. Tenant shall notify Landlord in advance of any anticipated extended absence from the Leased Premises more than one week.
13. Tenant shall be responsible for keeping all exterior doors locked when the property is not occupied.
14. Tenant shall not give the keys or any copies to anyone else not on the lease and keys must be returned to the church office at the end of your stay.

ENTIRE AND BINDING AGREEMENT: This lease contains all of the agreements between the parties hereto, and it may not be modified except in writing signed by all the parties. The terms, covenants, and conditions contained herein shall inure to the benefit of the parties hereto and shall be binding upon Landlord and Tenant and their respective successors and assigns, except as may be otherwise expressly provided.

We sincerely thank you for your assistance in maintaining the Ministry Center House. While you are in residence, we welcome an open dialogue regarding your Ministry Center House experience and ways we can improve on this ministry. We also welcome the opportunity to pray for your family and your service unto our Lord. Again, WELCOME, we look forward to your visit!

Tenant Signature: _____

Print Name: _____

Date: _____

Highland Baptist Church Representative Signature: _____

Print Name: _____

Date: _____

HBC Ministry House Reservation Guidelines

1. **Ownership:** Highland Baptist Church (HBC) owns and operates the ministry center house located on the campus of Highland Baptist Church in Tullahoma, TN. The house is used exclusively for the fulfillment of HBC's religious purposes.
2. **Purpose:** The house is to be used primarily as a temporary residence for Ministerial Staff, International Mission Board (IMB) appointed missionaries on stateside assignment or on medical or educational leave, or individuals who are a part of a church sponsored mission project. Other Southern Baptist appointed missionaries will be considered for residency only if there are no requests from any of the groups listed above.
3. **Description:**

HBC's Ministry Center House is a one-story single-family home. The floor plan includes 2 Bedrooms, 1 Full Bath, Kitchen, Living Room, 1 Large Extra Room. The house sits in front of HBC and next to the HBC's driveway. The house is fully furnished and has 2 Bedroom suits, couch, chair, tables, kitchen stove, refrigerator, table & chairs, coffee pot, toaster, microwave, (washer & dryer – possibly), dishes, pots & pans, and silverware.
4. **Management:** HBC Building & Grounds Ministry Team and the church office handles reservations and missionary care in conjunction with the Missions Ministry team if the residents are part of a church sponsored mission project. HBC Facilities Manager & the Building & Grounds Ministry Team are responsible for maintenance and repairs.
5. **Reservations:** The ministry center house will be listed on any appropriate SBC or TBMB entity registries. Interested missionaries or other applicants listed above should complete the reservation application form that can be obtained from the HBC church offices.
6. **Security Deposit:**
 - a. A security deposit of \$350 is required at the signing of the lease agreement (Unless otherwise specified in the housing agreement).
 - b. At HBC's discretion, a grace period of five business days after initial occupancy may be extended to Tenant for turning in the security deposit.
 - c. The deposit will be refunded to Tenants upon departure only if the house is found in good condition during exit inspection.
7. **Lease Agreement:**
 - a. Prior to occupancy, missionaries/applicants will be required to sign a lease agreement documenting the responsibilities of the parties involved and releasing the HBC for use of the house.
 - b. A sample of the lease agreement is available for preview. Missionaries/applicants will be required to affirm that they have read the sample lease. Executable agreement may have updated language.
 - c. Changes in the terms of the signed lease will necessitate signed addendums to it.

8. Occupancy:

- a. HBC will conduct a walk-through of the house with Tenants upon their arrival and departure utilizing an inspection worksheet. The worksheet will cover cleanliness, damages, and functionality of equipment.

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- b. Tenants must account for all house keys and/or other access devices upon departure.
- c. Tenants are to be present during check in and departure and sign off on the walk-through inspections. A representative of Tenants may perform the walk-through instead if authorized in writing by Tenants.
- d. HBC reserves the right to withdraw housing privileges at any time based on the failure of Tenants to comply with the terms set forth in the guidelines and/or the lease. Thirty-day written notice will be given to vacate the property, unless extenuating circumstances demand an immediate vacating of the property.
- e. HBC will periodically review the guidelines and policies for the Ministry Center House and revise them in response to changing conditions.

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