



FACILITY USAGE FORM (Non Wedding Ceremony)

Renter

Contact Person

Phone

Address

Email Address

Requesting Date

Time Event Begins

Time Event expected to End

Purpose/Description of Event/Activity

Approximate Number
of People Expected

FACILITY RENTAL FEE

Members

Sanctuary

Lower Level

Lower Level/w kitchen

Both Upper/Lower w/kitchen

Both Upper/Lower w/o kitchen

Bus Ministry-\$20.00 Ministry Fee

Non-Members

Church Ministry

Special Requirement (i.e. lighting, sound system, microphones)

*All prices include a refundable \$50.00 damage fee (*See guidelines*)

FOR OFFICE USE ONLY

STATUS

Approved

Not Approved

Comments Regarding Decision:

I have read this entire document, including the attached guidelines and agree to all of the terms and modifications as stated

Renter's Signature:

Date Submitted:

Authorized Signature:

Date:

Authorized Signature:

Date:

Guidelines for Use of Church Facility

1. The Church Facility Usage Form must be completed for all church usage with or without associated fees.
2. Until a deposit and a completed form are received by the Church's facility scheduler, or his/her designee, no further action will be taken by the Church to ensure that the requested date is received.
3. The Facility Usage Form and initial \$50.00 refundable deposit must be received at least sixty (60) days prior to the requested date.
4. All required fees must be paid in full, at least forty-five (45) days prior to the scheduled event.
5. There is a fifty dollar (\$50.00) refundable damage fee included in all prices. The damage fee will be returned to the renter within fourteen days (14) after the event/activity provided that there are no damages to the facility. If damages are found, the fee will be forfeited.
6. No event may start before 8:00 a.m. or end after 10:00 p.m.
7. All decorations must be pre-approved by one of the Church's facility scheduler or his/her designee. No stapling or taping of any kind is allowed on the walls in the sanctuary or the lower level.
8. All decorations must be removed by the renter at the end of the event/activity.
9. If the renter is using the kitchen, the kitchen must be cleaned and all dishes washed and stored and all food removed from the kitchen and the refrigerator.
10. Failure to remove food, remove decorations or clean the facility, will result in a forfeiture of the damage deposit.
11. Funerals for members of the church and for the member's spouse, father, mother, sister, brother, and children, are considered Church Ministry and NO FEE will be assessed for facility usage.
12. All sanctuary events/activities are for a maximum of five hours. This time includes any necessary pre-time and clean-up time. Any renter who fails to vacate the premises thirty (30) minutes after the required departure time, will forfeit the \$50.00 damage deposit.
13. All lower-level events are for a maximum of five hours. This includes any necessary prep-time and clean-up time.
14. There is a \$50.00 cancellation fee for event/activity cancellation thirty (30) days prior to the event.
15. Except for paragraph twelve (12) above, fees for the musician and security are not included in any of the assessed fees.
16. Each renter is responsible for the hiring of any needed security.