

Word of Life Ministries Facilities Rental Agreement

Use of all church facilities must be in keeping with the standards set forth by the Pastor. All facilities of the church are a part of the House of God and must be used as such. Anything that would detract from a Christian atmosphere will not be allowed. The following rules will apply:

1. All functions shall be approved by the Pastor before putting on the church calendar.
2. The person requesting use of the facility must schedule a meeting with the contact person to discuss building use regulations.
3. The person requesting the use of the building will assume full responsibility for any damage, destruction or loss of church property during their event.
4. Activities must be confined to area requested. No other buildings/areas are to be entered.
5. Smoking, alcoholic beverages and drugs are not permitted on any church property.
6. No lewd or profane language, No lewd or suggestive musical selections. Anything that would detract from a Christian atmosphere will not be permitted.
7. Catering may use their preferred catering services.
8. All children must be closely supervised, that is they are not to have unrestricted access to areas not approved for use.
9. No business or individuals may use the church grounds or buildings for profit

Kitchen Regulations:

- Wash, dry, and return all dishes, cookware, silverware, appliances, etc. to proper locations.
- Clean stove, sinks, and counters.
- Remove wet towels and soiled table cloths; wash, dry, and return them ASAP.
- Empty trash cans and put new liners in if needed. All functions outside of church events are responsible for moving trash from church premises.
- Sweep and mop kitchen floor.
- DO NOT REMOVE ANY ITEMS FROM KITCHEN.
- DO NOT USE DISPOSABLE KITCHEN SUPPLIES (cups, paper plates, napkins, etc.)
- DO NOT leave food from your function in the refrigerator or cabinets.
- Clean tables used

Reservations:

Use of church property is on a first-come, first-serve basis. In order for a facility to be reserved, 50% of the rental fee ,must be paid (see fee schedule)

Decorations:

Decorations, posters, etc. are not to be put on any wall of the facilities or in any place that might damage walls, floors, carpets or furniture. Nails, screws, thumbtacks, tape, glue or any type are not to be used in any part of the buildings.

Church Property:

Church related materials or church property of any kind are not to be moved or removed from the church premises. No furniture, instruments, etc are to be moved.

Deposits:

To secure a date to use facility, a non-refundable deposit (half of the total rental fee) must be paid 60 days in advance. All building fees must be received at least 3 weeks prior to date of function.

All bathrooms must be left in the order that they were found. Floors, sinks, and counter tops must be left clean and in good order. Trash must be removed by group renting facility.

These facilities are not to be used for commercial purposes. This includes any activity in which you solicit the sale of products or intend to make money while renting the church facilities outside of church fundraising.

Fees

The cost for the use of the Sanctuary is \$150 per hour (minimum \$300 hours). In addition to the cost, a \$100 damage/time deposit will be required. This fee will be refunded if the facilities are returned to the state of cleanliness you found them in and you do not go past your contracted time. Active Members receive a %50 discount.

For the purposes of this policy, active members are defined as those members of Word of Life who regularly attend church services and contribute to the church as they generally provide regular financial and personal support for the church.

Facility	Member Cost	Non Member Cost
Sanctuary	\$50 per hour	\$150 per hour
Fellowship Hall	\$75.00 per hour plus refundable \$100 damage/time deposit	\$150.00 per hour plus \$100 damage/time deposit

CANCELLATION POLICY

90 days or more	Full refund
30 – 89 days	Full refund less \$100 cancellation fee
Less than 30 days	No refund

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Facilities Rental Agreement**

All fees must be paid in full and this form completed, signed and returned to the church office no later than 21 days prior to the event date or the date will be removed from the church calendar and the deposit will be forfeited. Word of Life has a separate wedding contract along with a separate funeral policy.

Contact Person: _____ Phone#: _____

Email address: _____ Cell #: _____

Address: _____

Date of Event: _____ Time: from _____ to _____

Which spaces/room are you looking to use: _____

Non refundable fee for use of Sanctuary	
Non refundable fee for use of Fellowship Hall	
Refundable cleaning/time deposit fee	
Total due at signing	

I have read the statement of policies concerning events at Word of Life Ministries and I agree to abide by them and to make every effort to ensure that those in attendance do likewise. I will inform all working parties of all guidelines.

Contact Person's Signature: _____ Date: _____

Office Notes: