



Word of Life International Church FACILITY RENTAL FORM

This form must be completed and returned to the Senior Pastor no less than two (2) weeks prior to the date of the Event in order for your request to reserve the facility to be considered. You will be notified within two (2) business days of receipt regarding the approval or disapproval of your reservation request. The facility is available for reservation on a first-come, first-serve basis and according to the terms outlined herein.

Please verify your membership status of Word of Life International Church:

I am a **Member** I am a **Non-Member**

Purpose for which the facility will be used: _____

Date of Event: _____ (Month, Day, Year): Start Time of Event: _____ (a.m., p.m.)

Total Number of all persons who will attend the Event: _____ End Time of Event: _____ (a.m., p.m.)

FACILITY FEES & DEPOSIT:

The minimum rental period for the facility shall be four (4) hours, which shall include setup time and breakdown time. Additional time is incremented in one (1) hour blocks *(for example, if your use of the facility runs 15 minutes or more over the last hour of your reservation, then this will be considered an additional hour of facility use.)*

Facility Rental Fee: \$300.00 for the initial (4) hour period *(required minimum)*

Additional Time: \$ 50.00 for each additional hour.

Sound Person Fee: \$100.00 for the initial four (4) hour period, and \$25 for each hour thereafter.

Janitorial Fee: \$ 50.00 *(to be returned if renting party adequately cleans the facility after their event. The person responsible for locking the facility shall determine whether or not the facility has been adequately cleaned and is in good order.)*

Rental of Facility for Entire Day: \$500.00 plus \$250.00 for the sound person and \$50.00 for janitorial services, if applicable. *Note:* an entire day, when available, is not to exceed 8 hours total and must end no later than 8 p.m. on Saturday, 7 p.m. on Monday through Friday, and 8 p.m. on Sunday.

Deposit: \$350.00 due with the submission of this completed and signed Facility Rental Fee form.

Important Note: The Rental, Sound, and Janitorial fees shall be paid in full no less than five (5) business days prior to the date of the event.

Note for Church Members: The Deposit is waived for church members; however church members are responsible to pay a \$50 Facility Rental, \$100 Sound Person Fee, and \$50 Janitorial fee for the initial four (4) hour period. Beyond the initial 4 hours, members will pay an additional \$50 for the facility rental and \$25 Sound Person Fee for each hour. All other terms apply as noted herein.

Church Property requested for use during Event:

Metal Chairs (X available): _____ Green Sanctuary Chairs (250 available): _____
Round Tables (6 available): _____ Rectangle Tables (3 available): _____
Sports Equipment: _____ Game Tables: _____

Church Rooms requested for use during Event:

Main Church Sanctuary: _____ Nursery: _____
Kitchen: _____ Toddler Room: _____
Student's Center: _____ Preschool Room: _____

Janitorial Services requested for this event: Yes No

Sound System person requested for this event: Yes No

Cancellations:

The renting party (as shown below) may cancel the facility rental up to and including five (5) business days prior to the date of the event. If the party has paid any funds prior to cancellation, those funds will be returned. If a cancellation is received less in three (3) to four (4) business days prior to the date of the event, any funds previously paid will be returned less a \$100.00 administrative fee, of which \$25.00 will be given to the sound person if their services were requested. Any cancellations made less than (3) business days prior to the date of the event will result in forfeiture of all funds previously received except the deposit.

Prohibitions:

No renting party shall use the facility for any illegal purpose whatsoever. Additionally, alcoholic beverages, smoking, and possession of firearms – even if permitted by law – are strictly prohibited in and around the facility, no exceptions. See **Guidelines** for important information regarding the use of church facilities.

Responsible Renting Party:

The responsible renting party agrees they will ensure the church facilities are protected, secured, and used for the purpose stated herein:

Signature: _____ Date: _____

Name: _____

Please Print

Address: _____

City/State/Zip: _____ Email address: _____

Primary Phone: _____ Secondary Phone: _____

Reservation Approved Reservation Disapproved

Amounts Due: Deposit: **\$350.00** Facility Rental: \$ _____

Sound Person: \$ _____ Janitorial Services: \$ _____

Senior Pastor: _____ Date: _____

If your request for reservation is approved you will be notified within 2 business days of the date of receipt of the fully completed and signed Facility Rental form.



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FEES & DEPOSIT

The **\$350.00 Deposit** is required for use of the church facility. The deposit must be received with the fully completed and signed Facility Rental Form. If the deposit is made by check, the check must be posted at the Bank before the request for the facility rental will be approved and/or the church accessible for any portion of the event.

The **\$350.00 Deposit** will be returned only after it is determined by a designated, authorized church representative that the church facility, equipment, property, and rooms have not sustained any damage, theft, or other actions that would incur an expense for the church as a result of the event and/or its participants, guests, or other persons associated with the event.

GUIDELINES

- Tobacco and alcohol are not permitted on the church premises. This includes all event participants, guests, caterers, photographers, florists, or other individuals.
- Dancing is prohibited within the church facilities.
- Absolutely no eating or drinking will be permitted in the Main Worship Center unless prior arrangements have been made for this room to be used for this purpose.
- Absolutely no throwing of rice or birdseed on or around church grounds.
- Weddings must be finished by 6 p.m. on Saturday evening. Receptions held in the church foyer must be finished by 8 p.m. on Saturday evening.
- Banners located on the wall behind the platform, and any other affixed items, are not to be removed.
- All decorations, flowers, rental equipment, or other items brought into the church facility for the event must be removed following the event.
- Florists may use the church kitchen but they must clean the kitchen before leaving the facility and leave the kitchen in no less condition that that in which it was found.
- Only Word of Life International Church qualified sound persons are authorized or permitted to use the sound equipment needed during an approved event. No other persons are permitted to access or use the church sound equipment for any reason whatsoever.