



**PAID EVENTS (Gospel Singing Program)
FACILITY RENTAL FORM
(SANCTUARY)**

This form must be completed and returned to the Church Administrator or Financial Secretary no later than one (1) week after 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 Living Water Baptist Church:

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

Purpose for which the facility will be used: _____

Date of Event: _____ **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 six (6) 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 (Sanctuary):

- Non- Members: \$600.00+ \$75.00 (deposit)
- Members: \$300.00 + \$75.00 (deposit)

Additional Time: \$ 50.00 for each additional hour.

Sound Person Fee: \$100.00 for the initial four (6) hour period, and \$25 for each hour thereafter. IF NEEDED

Janitorial Fee: \$ 75.00

- *NO PERSONAL CHECKS- Cash, Cashier Checks or Money Orders ONLY*
- *The \$75.00 deposit will 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. This deposit will be returned to the parties no later than two (2) weeks after your event.*

Important Note: The Rental, Sound, and Janitorial fees shall be paid in full no less than two (w) weeks prior to the date of the event.

**Paid Events
FACILITY RENTAL FORM
(FELLOWSHIP HALL)**

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

Rental Fee: \$100.00 + \$75.00 (deposit)

- *NO PERSONAL CHECKS- Cash, Cashier Checks or Money Orders ONLY*
- *The \$75.00 deposit will be returned if renting party adequately cleans the facility after their event. The person responsible for locking the facility shall determine whether or no the facility has been adequately cleaned and is in good order. This deposit will be returned to the parties no later than two (2) weeks after your event.*

Janitorial Services requested for this event: Yes No

Cancellations:

The renting party (as shown below) may cancel the facility rental up to thirty (30) business days prior to the date of the event. If the party has paid any funds prior to cancellation, those funds will not be returned.

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.

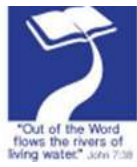
Responsible Renting Party:

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

Signature of Rentee: _____ Date: _____

Name: _____

Signature of Renter: _____ Date: _____



Living Water
Baptist Church

FACILITY RENTAL FORM FEES & DEPOSIT

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.
- 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 Living Water Baptist 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.