



BUILDING USE & RENTAL AGREEMENT FORM

Building Use Approval Process

- 1) The purpose of use including any event content must not be in conflict with Southern Hills Church's (SHC's) mission and core values.
- 2) Rental of the SHC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
- 3) **Rental Request & Approval:**
 - Complete the Building Use Policy & Rental Agreement Form (this form) to start the rental process and submit to Amy Crane, Office Manager at SHC.
 - The deposit (see amount below) will be required to secure the facility. SHC reserves the right to keep the deposit in the event that there is breakage, damage or failure to restore building to original condition.
 - **FINAL PAYMENT** is due the week of the event.

Building Use Policy

- 1) SHC functions and activities have priority over other renters. Rental applications are considered in the order received.
- 2) In the case of ongoing use, such as weekly or monthly rental of facilities, SHC reserves the right to preempt use of the facilities. In such cases at least two weeks' advance notice will be sent to the contact person for the group.
- 3) Freestanding candles, devices that might overload electrical circuits, or anything else that might be deemed a fire hazard are prohibited.
- 4) No alcoholic beverages or controlled substances are allowed in the building or in the parking lot or surrounding land. Smoking is not allowed in any part of the building or immediately outside our facility.
- 5) Nothing may be attached to walls, pews, ceilings, or floors that might damage them. All decorations must be removed.
- 6) Renters are required to remain in areas specified in the agreement, and are responsible for keeping group participants confined to those areas.

- 7) Children may be present only in the direct care of responsible adults. They must never be left unattended on church premises at any time.
- 8) At the conclusion of each event, upon leaving the building, you must make certain that:
 - All lights and appliances are off.
 - All doors are locked.
 - Garbage and trash is disposed of properly in dumpster on the west side of the church.
 - The room is returned to its condition before the meeting – including the arrangement of tables and chairs.
 - The floor is swept.
 - If the kitchen is used:
 - All eating and preparation surfaces are washed clean.
 - All dishes or other kitchen items are washed, dried, and put away.
 - No food items are left on the premises or in the refrigerator or freezer.
 - Garbage disposal must be clean.
- 9) SHC assumes no responsibility for the use of the building and facilities by the tenant and has no liability to the user for such use, and further the user agrees to indemnify and hold SHC harmless from all third party claims, liability or damages arising out of such.
- 10) SHC reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
- 11) Building keys must be returned within one week of the event or SHC reserves the right to retain the deposit.

Rental Deposit & Fees

- 1) The facility is considered reserved when the deposit is made.
- 2) Room rental fees will be assigned based on specific room request in accordance to the Rental Chart schedule below.

Signed by Person Responsible for Event: Agrees to Southern Hills Church’s building regulations.

Signature _____ Date _____

Approval Signature _____



FACILITIES RENTAL FORM

DATE REQUESTED: _____

CONTACT INFORMATION

Name: _____ Phone #: _____

Address: _____ E-Mail: _____

EVENT INFORMATION

Event Name: _____ Date & Time of Event _____

Event Duration (including your set up and clean up): _____ AM/PM to _____ AM/PM

Type of Event: Wedding Party Conference/Workshop
 Other (please describe) _____

LOCATION	MEMBER OR NON-PROFIT	NON-MEMBER OR BUSINESS	COST
DEPOSIT DUE	\$50 Deposit	\$100 Deposit	FEE IS PER DAY
Classroom	\$25	\$50	
Fellowship Hall/Kitchen	\$50	\$125	
Auditorium	\$150	\$300	
Family Life Center (Gym)	\$100	\$200	
Audio Visual Technician	\$50	\$50	
Family Life Center (League Practice)	\$50 for 0-3 hrs.	\$50 for 0-3 hrs.	
PUBLIC EVENTS			
Fellowship Hall/Kitchen	\$100	\$175	
Family Life Center (Gym)	\$150	\$250	
*Wedding Package #1	\$250	\$500	
*Wedding Package #2	\$450	\$900	
*Wedding Package #3	\$500	\$975	

The facility is considered reserved when the deposit is made.

All fees are due the week of the event.

Deposit Due:

Fee Due:

- *Wedding Package #1 includes use of the auditorium & changing rooms, for rehearsal and wedding ceremony. Cost is a flat rate and \$100 is added to cover staff being present to operate audio & visual.
- *Wedding Package #2 includes use of the auditorium, changing rooms, fellowship hall & kitchen, for rehearsal, ceremony & reception. Cost is a flat rate and \$100 is added to cover staff being present to operate audio & visual.
- *Wedding Package #3 includes use of the auditorium, changing rooms, family life center, fellowship hall & kitchen, for rehearsal, ceremony & reception. Cost is a flat rate and \$100 is added to cover staff being present to operate audio & visual.

For Office Use	Amount	Date Received	Ck# or Cash	Key Given/Returned
Deposit				
Deposit Returned				
Fees Collected				

Signed by Person Responsible for Event: Agrees to Southern Hills Church's building regulations.

Signature _____ Date _____

Approval Signature _____