

Guideline for Rental of WSBC Church Building

WSBC is a religious community and rentals may be made by any individual, group or organization whose purpose, goals, ideals or philosophies are consistent with the ideals and religious practices of WSBC. By signing this contract constitutes responsibility for those attending your function, as well as third parties you might engage to service your function. WSBC reserves the right to cancel at least thirty (30) days in advance of the event.

- 1 - Non Profits must provide a copy of their 501 C (3) registration. Arrangements must be made with the pastor, first assistant, and any other staff person if their services are requested.
- 2 - Rental agreement is for the sanctuary and/or Christian Life Center are for rooms specified on this event information form only. Attendees are not permitted in any other rooms in the building, other than restrooms. Room use for wedding rehearsals, dressing rooms will be discussed at the time of the contract.
- 3 - Fee schedule is attached on last page. If the event extends beyond the time requested, payment for additional time will charged. In the event of cancellation less than fourteen (14) days prior to the event, the renter will forfeit their deposit. In cases of emergency or other unforeseen events beyond the control of the renter, the ministry representative will waive the forfeiture.
- 4 - A non refundable deposit of \$50 is due at the signing of contract and the remaining of rental fee is due (14) days prior to your event. The remaining of your rental fee is due fourteen (14) days prior days prior to your event. For recurring events (monthly, weekly or quarterly) rental fees are due the last day of the month.
- 5 - Failure to remit payment in accordance with the terms will be reviewed on a case by case basis and could result in loss of building use, deposits and or funds already paid.

Decorations:

- 1 - No nails, tacks, screws, staples nor paint-damaging tape may be used on the walls or ceilings. Modifications may not be made to the building, carpets, walls, furnishings or surroundings.
- 2 - Only table top and free standing decorations are permitted. There are no exceptions to this rule. All candles must be contained in glass holders for safety and to protect surfaces.
- 3 - Set up rooms (tables and chairs) must be given to the church office at least fourteen (14) days prior to your event.

Legal Age:

** All persons applying for use of the facility must be at least twenty-one(21) years of age.

Contracting for Church Staff: See Fee Schedule

Contracting for church staff (Pastor, First Assistant, and Minister of Music) are handled separately and payment is to be remitted directly to the person secured at least two (2) days prior to the event.

Building Security:

- 1 - Please review this list when you are ready to exit the WSBC Facility.
 - A - Smoking is not permitted anywhere on the WSBC campus
 - B - You will need a cell phone to make and receive calls
 - C - Church phones are for emergency use only

Building Security:

- 2 - Staff members or a ministry representative is responsible for security the facility.
The duties include the following.
 - A - Returning all furniture and equipment to the original area and arrangement.
 - B - Unplug all appliances
 - C - Turn off all lights
 - D - Lock all doors

Emergencies:

Any and all problems should be reported to the church office personnel the next business day. The renter will be given an emergency phone number the day before the event. This person should be contacted only if your emergency requires immediate attention.

Use Of Kitchen:

- 1 - Caterers - A certificate of Insurance must be given to the church office (10) days prior to your event.
- 2 - Rental equipment must be delivered during church business hours and picked up immediately following the function. It is the caterer's responsibility to arrange pick up and delivery.
- 3 - Following your function please clean all tables and chairs, counter and appliances. Sweep all floors, bag all garbage and debris in garbage bags provided and remove to the dumpsters.
- 4 - Any problems with the building or equipment, please notify the church office the next business day.
- 5 - Please do not leave any leftover food in the refrigerator unless prior arrangement have been made.

Sound System and Keyboard

Renter is responsible for providing their own sound system and keyboard if required. Washington Street does not have any of these items available for rental.

No alcoholic beverages, tobacco use or drugs are permitted onto church campus.

Signature of Renter: _____

Date: _____

Signature of Representative: _____

Date: _____

(Upon approval, you will be given a copy for your records)