

Building Use/Rental Agreement

Application Date: _____

Special Requests:

____ I am a TBC member; for personal use (1/2 price).
 ____ This is a TBC Ministry Special Event (no charge)
 ____ Community Non-Profit Request waiver of fees. Donation amount listed on back page.

I. Personal or Organizational Data:

Name: _____

Address: _____ (First) _____ (Last)

Telephone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Email: _____

II. Reservation Data:

A. Purpose of Event: _____

B. List times of each room desired below:

List of rooms to be used:	Date/Description of Event #1: _____/_____ Time reservation need:	Date/Description of Event #2: _____/_____ Time reservation needed:
Rm.#1:	From: To:	From: To:
Rm. #2	From: To:	From: To:
Rm. #3	From: To:	From: To:
Rm. #4	From: To:	From: To:

III. Understanding: I _____ (*name of applicant*) understand that:

- A deposit of 25% (twenty-five percent) on the *sub-total* listed on the *worksheet* is required at the time of booking my event(s) to assure my above reservation(s).
- Full payment (Total Due) must be received at least **one week BEFORE** the function.
- As the responsible party I agree to insure that ALL in my group will exit the building before the reserved time concludes; will respect the use of the facilities, and return each room(s) to their original order.
- This agreement is *not* official until all parties below have reviewed and signed off on the agreement.

Signature of Applicant: _____ (Date)

Signature of Pastor: _____ (Date)

Signature of Property Representative: _____ (Date)

Signature of AV/Tech Support Rep. (if needed): _____ (Date)

IV. Data on Second Responsible Party – (*preferably a member of TBC*)

Name: _____

Address: _____ (First) _____ (Last)

Telephone: (____) _____ Work Phone: (____) _____

Cell Phone: (____) _____ Email: _____

Rental Agreement, *Continued...*

The following fees are for *hourly* use of the facilities of Trinity Baptist Church:

I. Room Rental. (*Be sure to include set up and clean up time*)

A. Upstairs

		Hrs Needed/Sub total
-Worship Center (<i>No food or drink permitted</i>)	\$100 per hour	_____/____
- Nursery	\$20 per hour	_____/____
-Combined use of Worship Center and Nursery	\$110 per hour	_____/____
- Ladies Parlor/small kitchen	\$ 25 per hour	_____/____
- Aftercare room	\$ 30 per hour	_____/____

B. Downstairs

-Kitchen	\$30 per hour	_____/____
-Fellowship Hall	\$75 per hour	_____/____
Combined use of Fellowship Hall and the Kitchen	\$100 per hour	_____/____
-Conference Room #1	\$25 per hour	_____/____
-Conference Rooms #2 or #3	\$20 per hour	_____/____
-Classroom A,B, Clubhouse or in Wing	\$20 per hr-per rm	_____/____

II. Other Fees

- A. Custodial fees for Non-member - \$75** fee for Worship Center or Fellowship Hall. \$20 per room for each other kind of room. Required by all non- members and private functions.
- B. Custodial fees for Members (only):** It is your responsibility to clean up every room that you have rented as well as the bathrooms. TBC will charge you the above rate if rooms are left dirty.
Note: Location of Cleaning Supplies: TBC staff will show you the location of the nearest cleaning supply station.
- C. Sound or Audio/Video Tech Support: \$15.00 per hour** ____ YES or ____NO (If "yes," fee is to be paid directly to the person on duty. You will receive separate worksheet provided by the AV specialist.)
- D. Musician (Piano): \$50.00/hour** (To be paid directly to the musician) ____ YES or ____ NO

<i>TBC Office Use Only</i>	Worksheet
____ Worship Center	\$ _____
____ Nursery	\$ _____
____ Worship Center & Nursery	\$ _____
____ Ladies Parlor/small kitchen	\$ _____
____ Aftercare Room	\$ _____
____ Fellowship Hall	\$ _____
____ Kitchen	\$ _____
____ Fellowship Hall & Kitchen	\$ _____
____ Conference Room #1	\$ _____
____ Conference Room #2 or #3 (or both)	\$ _____
____ Classroom A , B, Clubhouse or Wing (# of rooms needed) _____	\$ _____
____ Custodial Fee / No. of Rooms _____	Total Custodial : \$ _____
<p><i>Non-Profit/Special Request:</i></p> <p><input type="checkbox"/> Fees waived/reduced by Elders</p> <p>Donation amount to be made: \$ _____</p> <p>_____</p> <p style="text-align: center;"><i>Pastor Signature</i></p>	<p style="text-align: right;">Sub-Total \$ _____</p> <p style="text-align: right;">Deposit Prepaid \$ _____ on _____</p> <p style="text-align: right;">50% Member Discount \$ _____ (<i>date</i>)</p> <p style="text-align: right;">Other \$ _____</p> <p style="text-align: right;">Total Due \$ _____</p> <p style="text-align: right;">Full payment received on _____</p>
<i>*Trinity Baptist Church reserves the right to adjust these fees on a case to case basis.</i>	