

Facility Rental Information

Please note that the information provided here is subject to the availability of Church facilities. The Pastor and leadership reserve the right to reject certain requests if the nature of your event contradicts our system of Biblical beliefs and doctrine. Also, please be aware that all Church-wide events such as funerals or conferences supercede any other outside events. Therefore, no events can be scheduled during these times. More information is available at the Church office.

JACOB CHAPEL FREE WILL BAPTIST CHURCH

Rev. O. Jermaine Simmons, Pastor

Felecia Roberson, Event Coordinator

Facility Usage Agreement

Terms of Agreement: The following guidelines outline the policies and procedures that must be in place in order to make use of the facilities of Jacob Chapel Free Will Baptist Church.

The charge for the usage of the Sanctuary & Family Life Center for a non-member is \$750.00 (seven hundred fifty dollars).

The charge for the usage of the Sanctuary & Family Life Center for a member is \$550 (five hundred fifty dollars).

The charge for the usage of the Sanctuary alone is \$450.00 (four hundred fifty dollars) for a non-member and \$350.00 (three hundred fifty dollars) for a member.

The charge for the usage of the Family Life Center alone is \$450.00 (four hundred fifty dollars) for a non-member and \$350.00 (three hundred fifty dollars) for a member.

Deposit. A \$50 deposit is due at the time of the completion of this contract. The deposit will be returned upon satisfactory inspection of the facility after use. Portions of the deposit will be retained to compensate for any damages or additional cleanup costs attributable to the contracted event.

50% of the usage charge is required within 30 days of your proposed event date and the remaining balance is due no later than the day before the event. All checks or money orders should be made payable to Jacob Chapel Free Will Baptist Church and turned in to the church administrator. If for some reason there is a cancellation, you must notify the church administrator at least two weeks prior to your original event date. If the church administrator is

not contacted within that two-week period, all deposits will be retained.

The facilities will be available two hours before the event. It is important that your event begins and ends at the agreed upon time. Please be mindful of the fact that Jacob Chapel staff persons must be present during your event. Additional charges may be applied if the event runs over the allotted time because of negligence on your part.

MUSIC

We consider these premises to be sacred and ordained by God. Therefore your selection of music should reflect Godly love and respect. If your event will include music, please submit a list of songs or a tape/CD for review by the Pastor to the church administrator at the time of deposit.

CATERING

All food or refreshments served during event must be prepared at another location. The church's stove cannot be used for cooking or warming food for the event. All caterers must provide their own warmers and are responsible for the cleaning of the kitchen area. We do not provide linen, silver, tableware, or any other paper goods. Jacob Chapel staff will provide trash cans and liners.

CLEAN UP

The premises must be left in as good a condition and repair as found at the beginning of the event. All food, beverages, equipment and rented supplies must be removed from the premises immediately after each use of the facilities. All trash must be removed from the building and placed in the outside dumpster located in the back of the building. All decorations should be removed by a person you designate. Any decorations that are left will be discarded.

By signing this document, you agree to the terms listed above.

Signature Date

Signature Date

Church Administrator Date

Event Coordinator Date

Pastor Date