



# **BUILDING-USE POLICY & RENTAL AGREEMENT FORM** (rev. 5/2019)

## **Building Use Approval Process**

1. Rental of the building for any event must not be in conflict with Keystone Church's (KC's) mission and core values.
2. Rental of the KC's facility will be limited to approved facility areas. Other areas in the building may be scheduled at the same time.
3. Rental Request & Approval:
  - a. Complete the Building-Use Policy & Rental Agreement Form (this form) to start the rental process and submit to the KC office.
  - b. The rental request will be reviewed by the Building-Use Team and will be either approved or denied. The Office Manager will call to inform you of the decision.
  - c. If approved, a staff member will be assigned to work the event.
  - d. A 50% deposit will be required once your event is approved to secure the facility. In the event of a cancellation, a full refund will be paid if cancelled 2 weeks prior to the scheduled date.
  - e. FINAL PAYMENT is due 5 days prior to your event.

## **Building-Use Policy**

1. A member of KC's staff must be on site at all times during any building use. The staff person is responsible to unlock the KC building and also to lock the facility up after the event is finished. The staff person will be on site to answer any questions that arise, monitor the event to ensure that KC's regulations are being followed and to also ensure that areas not rented remain secure.
2. All setup and tear down is the responsibility of the renter. The renter is responsible to make sure that all rooms are left in the same state as when they arrived.
3. Reassignment or sublet to any other tenant is strictly prohibited.
4. No alcoholic beverages or controlled substances are allowed on church property, including parking lot. Smoking is not allowed in any part of the building or outside of the facility and property.
5. Kitchen use is restricted to the preparation of beverages and to serving of prepared foods. After kitchen use, supplies and washed dishes are to be put away and counters are to be wiped and the floor swept.
6. There is no personal use of the KC office equipment.

7. The worship instruments may not be removed from the stage without permission from the Music Director.
8. No church equipment or property may be removed from the building.
9. All local and state fire and safety regulations will be followed. KC's Emergency Fire Evacuation Routes are posted on walls throughout the facility.
10. Renter is responsible for minors in attendance. It is strongly suggested that minors be supervised at all times, with at least 2 adults for each 8 minors (under 18 years), and no adult be alone with a minor at any time.
11. KC assumes no responsibility for the use of the building and facilities by the renter and has no liability to the user for such use, and further the user agrees to indemnify and hold KC harmless from all third-party claims, liability or damages arising out of such.
12. Keystone Church reserves the right to cancel or change this agreement at any time due to ministry activities and needs.
13. Any addition or change to event as outlined in approved contract MUST be resubmitted for approval.

### **Rental Fees**

1. Hourly room rental fees will be assigned based on specific rooms requested/approved, in accordance to the hourly room rental charge attached to request.
2. A charge of \$20.00 per hour for a staff person to be present will be added to the total building rental costs paid by the tenant.
3. A \$35.00 cleaning fee will be automatically added to the total rental costs. The cleaning fee charge covers KC's cost to have bathrooms cleaned and to make sure everything is ready for Sunday Worship and Ministry Programs. The renter is required to clean the meeting rooms used and return the rooms to the same state as when they arrived.

Signed By Person Responsible For Event: Agrees to the above building regulations.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



# FACILITIES RENTAL FORM (rev. 5/2019)

## HOURLY ROOM RENTAL COSTS

ROOM	NON-KEYSTONE MINISTRY (KEYSTONE MEMBER)	NON-KEYSTONE MINISTRY (NON-MEMBER)
W4	\$35 per hour	\$70 per hour
W5	\$35 per hour	\$70 per hour
U1	\$25 per hour	\$50 per hour
U2	\$25 per hour	\$50 per hour
Auditorium	\$125 per hour	\$250 per hour
Lobby	\$50 per hour	\$100 per hour
Attic	\$35 per hour	\$70 per hour
*Wedding	\$300	\$500

- \$20 per hour will be added for a staff member to be present the entire time of the event.
- Wedding rate includes use of the lobby, auditorium and changing rooms, for rehearsal and wedding ceremony. Cost is a flat rate PLUS \$20 per hour for a staff member to be present for rehearsal and ceremony.

CONTACT NAME: _____	CELL: _____
PURPOSE: _____	DATE: _____
# OF ATTENDEES: _____	TIMES: _____

## TOTAL FEE CALCULATION

ITEM OR ROOM REQUESTED	COST	TOTAL COST
Room Requested		
Room Requested		
Room Requested		
Audio Visual Technician	\$25 per hour	
Wedding Audio Visual Technician	\$100 flat fee	
Cleaning Fee	\$35 flat fee	
	<b>TOTAL DUE</b>	
50% Deposit Upon Approval		
Staff Member Assigned		
Final Payment Received		

Date Approved: \_\_\_\_\_ Deposit Received: \_\_\_\_\_