



BUILDING-USE POLICY & RENTAL AGREEMENT FORM

Building Use Approval Process

1. The purpose of use including any event content must not be in conflict with Keystone Church's (KC's) mission and core values.
2. Rental of the KC facility will be limited to approved facility areas. Other areas in the building may be scheduled for other purposes at the same time.
3. KC Staff and Leadership Team Members have access to all rooms in the building at any time.
4. Rental Request & Approval:
 - Complete the Building-Use Policy & Rental Agreement Form (this form) to start the rental process and submit to the KC office.
 - **The rental request will be reviewed by the Building-Use Team and will be either approved or disapproved. The Office Manager will call to inform you of the decision.**
 - If approved, a staff member will be assigned to work the event.
 - 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.
 - 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. The tenant is responsible to make sure that all rooms are left in the same state as when their group arrived.
3. Reassignment or sublet to any other tenant is strictly 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. 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 to be no personal use of the KC office equipment and no long distance telephone calls are to be made.
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. Tenant 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 is to be alone with a minor at any time.
11. KC 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 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.

Rental Fees

1. Hourly room rental fees will be assigned based on specific rooms requested/approved, in accordance to the Hourly Room Rental Charge schedule below.
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 covers KC's cost to have bathrooms cleaned and to make sure everything is ready for Sunday Worship and Ministry Programs. The tenant 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

HOURLY ROOM RENTAL COSTS

ROOM	KEYSTONE MINISTRY	NON-KEYSTONE MINISTRY (KEYSTONE MEMBER)	NON-KEYSTONE MINISTRY (NON-MEMBER)
W4	No Charge	\$35 + \$20 = \$55 per hour	\$70 + \$20 = \$90 per hour
W5	No Charge	\$35 + \$20 = \$55 per hour	\$70 + \$20 = \$90 per hour
U1	No Charge	\$25 + \$20 = \$45 per hour	\$50 + \$20 = \$70 per hour
U2	No Charge	\$25 + \$20 = \$45 per hour	\$50 + \$20 = \$70 per hour
Auditorium	No Charge	\$125 + \$20 = \$145 per hour	\$250 + \$20 = \$270 per hour
Lobby	No Charge	\$50 + \$20 = \$70 per hour	\$100 + \$20 = \$120 per hour
*Wedding		\$300 + \$75 = \$375	\$500 + \$75 = \$575

-- \$20 is added to each room charge for staff member to be present the entire time of event.
 -- Wedding rate includes use of the lobby, auditorium and changing rooms, for rehearsal and wedding ceremony. Cost is a flat rate and \$75 is added to cover wedding coordinator (or staff) being present for rehearsal & ceremony.

CONTACT NAME: _____	PHONE: _____
EVENT NAME: _____	DATE: _____
PURPOSE: _____	TIME(S): _____

TOTAL FEE CALCULATION

ITEM OR ROOM REQUESTED	ROOM NAME/# OR YES/NO	COST	TOTAL COST
Room Requested			
Room Requested			
Room Requested			
Musicians Needed?			
CD or DVDs to be brought in?			
Special Requests?			
Set Design Change Fee	Auditorium	\$100 flat fee	
Audio Visual Technician		\$25 per hour	
Wedding Audio Visual Technician		\$100 flat fee	
Cleaning Fee		\$35 flat fee	
50% Deposit Upon Approval			
Application Approved/Disapproved			
Staff Member Assigned			
Audio Visual Technician Assigned			
Final Payment Received			

