

Short Term Building Use Agreement

Application Date: _____

Special Requests:
 _____ I am a TBC member; for personal use (1/2 price).
 _____ This is a Church Ministry Event (request discount)
 _____ Community Non-Profit Request waiver of fees. Donation amount listed on back page.

I. Personal or Organizational Using the Facility:

Name: _____
(First) (Last)

Address: _____

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

Cell Phone: (____) _____ Email: _____

Data Second Responsible Party – (preferably a member of TBC)

Name: _____
(First) (Last)

Address: _____

Best Telephone: (____) _____ Email: _____

Purpose for Event #1 _____; Purpose for Event #2 _____

II. Room (s) Reservation Data:

List below each of the rooms to be used for the event:	Event #1:	Event #2:
	(Ex: Wedding Rehearsal)	(Ex: Wedding Ceremony)
	Date:	Date:
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. Agreement of Understanding: I understand that:

- A deposit of 25% (twenty-five percent) on the *sub-total* listed on *worksheet* (see page 2) is **required** to insure the 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; and will respect the use of the facilities by returning the room(s) to their original order.
- **This agreement is not official until all parties below have reviewed AND signed off on the agreement; and I receive my copy of a signed agreement.**

Signature of Property Representative: _____ Date: _____

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

Signature of Security Team Representative: _____ Date: _____

Signature of TBC Pastor: _____ Date: _____

Specific Costs for Room Use (Fees for *hourly* use of the available rooms at TBC)

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

A. Main Floor or Upstairs	Hrs Needed/Sub total
-Worship Center (<i>No food or drink permitted</i>)	\$125 per hour _____ / _____
-Baptistery (in addition to Worship Center)	\$100 fee _____
- Nursery	\$30 per hour _____ / _____
-Combined use of Worship Center and Nursery	\$125 per hour _____ / _____
- Conference Room #2, or #5 or Ladies Parlor	\$30 per hour _____ / _____
- Youth Room	\$30 per hour _____ / _____
B. Downstairs	
-Kitchen	\$50 per hour _____ / _____
-Fellowship Hall	\$100 per hour _____ / _____
Combined use of Fellowship Hall and the Kitchen	\$125 per hour _____ / _____
-Conference Room #1 (or #3)	\$125 per hour _____ / _____
-Conference Room #3	\$20 per hour _____ / _____
-Classroom A or B	\$20 per hr-per rm _____ / _____

II. Other Fees

- A. **Custodial fees for Non-member** - \$75 fee for Worship Center or Fellowship Hall. \$25 per room for any other room use. **Required** by all **non- members and private functions.**
- B. **Custodial fees for Members (only):** It is your responsibility to know the location of the cleaning supply station and to clean up every room that you have rented as well as the bathroom. TBC Property will charge you the non-member cleaning rates if any rooms are not returned to a neat and original order.
- C. **Security:** TBC requires at least one individual familiar with TBC security procedures to be on duty for any event where the community at large is invited to participate. **(\$15.00 per hr/person)**
- D. **Audio or Video Tech Support is needed: Indicate: _____ YES or _____ NO. The fee is \$50 for the first two hours; \$20 for each hour afterwards.** (Please pay this directly to the person on duty. You will receive a separate worksheet provided by the AV specialist. (Outside AV support must be trained and/or approved by TBC AV Team Leader.)
- E. **Musician (Piano): \$50.00/hour** (To be paid directly to the musician) _____ **YES or _____ NO**

TBC Office Use Only	<i>Worksheet</i>
_____ Worship Center	\$ _____
_____ Baptistery	\$ _____
_____ Nursery	\$ _____
_____ Worship Center & Nursery	\$ _____
_____ Conference Room #2/ Ladies Parlor	\$ _____
_____ Kitchen	\$ _____
_____ Fellowship Hall	\$ _____
_____ Fellowship Hall & Kitchen	\$ _____
_____ Conference Room #1	\$ _____
_____ Conference Room #3	\$ _____
_____ Classroom A, B (and/or Mansion rooms) Total room: _____	\$ _____
_____ Custodial Fee / No. of Rooms _____	\$ _____
_____ Security Fee / No. of Persons _____ . (determined by Security Leader)	\$ _____
<div style="border: 1px dotted black; padding: 5px;"> <p>Non-Profit/Church Request:</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/Elder Signature</i></p> </div>	<p>Sub-Total \$ _____</p> <p><i>50% Member Discount</i> \$ _____</p> <p>Minus Deposit Prepaid \$ _____ on _____</p> <p>Other \$ _____</p> <p>Total Due \$ _____</p> <p>Full payment received on _____</p>

*Trinity Baptist Church reserves the right to deny use of the facility or, to adjust these fees on a case to case basis.