



Space Rental Agreement / Proposal

***400 Old Post Road ~ P.O. Box 1860
Kyle, Texas 78640
Pastor James L. Jacobs – Senior Pastor
(512) 268-0700 Church
(512) 268-2184 Fax***

Authorized Contact: _____

Proposed Event Date: _____

WORD OF LIFE CHRISTIAN FAITH CENTER
(512) 268-0700 ~ Church Office
(512) 268-2184~ Church Fax

Application for Space Reservations

***Contract must be returned within 10 days from the date issued with a \$250.00 (\$100.00 Classrooms) non-refundable Security Deposit.**

Name of Organization: _____

Authorized Sponsor / Contact Person: _____

(2) Contact Phone: (____)____ - ____ / (____)____ - ____ **Fax:** (____)____ - ____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

FIN# or SSN#: _____ **501 (c3)#:** _____

Date of Event: ____/____/____ **Time of Event:** From ____:____ To ____:____

Event Scheduling:

Word Of Life Christian Faith Center is a house of Worship first and we hold true to our priority of maintaining fellowship one with another. For this reason, we require all events to end no later than 11:00 p.m. on Saturdays in preparation for our Sunday morning Worship Services (Unless approved by pastor). All other events during the week are required to conclude no later than 10:30 p.m. Please plan your event accordingly. *or an additional fee, please contact the event planner if you would like to have hours added to your event.*(_____)Initial

Projected Location of Event (Please check all that apply):

Main Sanctuary: _____ South Foyer: _____ Multipurpose Room: _____
Class Room: _____ Children's Room: _____

Non-refundable Security Deposit: **\$250.00 (\$100.00 Classrooms)**

Total Balance Due (Deposit + Rental Fee + Event Staffing): \$ _____

Balance due 15 days before scheduled event.

Event Purpose (Please be as detailed as possible): _____

*Please attach any additional information.

Office Use Only:
Date Submitted: ___/___/___
Approved: _____
Denied: _____
Date Returned to Sponsor /
Organization ___/___/___

Space Rental Fees

(Location fees are limited to *4-hour* reservations)

Word Of Life Christian Faith Center would like to provide exceptional service for your event. Our Media Team, Musicians, Custodians and Security Officers are available to assist you for an additional fee. Space Rental for Concerts and Banquets also require additional fees. Please contact the Event Planner.

Space Rental Fee

Main Sanctuary

Maximum occupancy 500 \$775.00

Multipurpose Room

Maximum occupancy 200 \$300.00

South Foyer

Maximum occupancy 150 \$250.00

Class Room(s)

Maximum occupancy 30 \$100.00

** Rental Space does not include
the price of food catered by our
WOLCFC Catering Services.*

Assessment of Event: *Please place an **X** in the appropriate space.

Conference: _____
Concert: ***Additional Fees***
Worship Service: _____
Workshop: _____
Small Group Meeting: _____
Play: _____

Church Policies and Guidelines

All businesses and organizations must provide a copy of an updated business license or 501(c3) documentation. (_____)Initial

The date and time of the event must be scheduled with the Administrative Assistant, **at least three months prior** to the requested date of the event. (_____)Initial

Events will not have a confirmed date until a **non-refundable security deposit of \$250.00 (\$100.00 for classrooms)** is received. This will be returned to your business or organization within thirty days after the event if damage to the facility, or breach of this rental agreement has **Not** occurred. (_____)Initial

A **rescheduling / cancellation fee of \$100.00** may be assessed if your event date and time are changed or canceled after **30 days** of confirmation. This change can only be made with the approval of Pastor James Jacobs. (_____)Initial

All forms for the rental agreement must be signed, submitted and Approved **within 10 days of receipt**. After ten days your requested date may not be available. (_____)Initial

All fees for services provided by the church must be received **30 days prior** to the scheduled event. Fees may be paid by check, money order or cashier's check.

Word Of Life Christian Faith Center *does not allow individuals and organizations to bring in their own caterer*. The only exception to this rule is funeral repasts, small events held in our Multipurpose Room and/or approved by Pastor James Jacobs. **Catered events** require that a final count and payment be submitted no later than 2 weeks prior to the event. (_____)Initial

Events may be held in the following locations: Sanctuary, South Foyer, Children's Room, Multipurpose Room, and Classrooms. Food and beverages are not permitted in the Sanctuary unless approved by Pastor James Jacobs. (_____)Initial

The number of participants and attendees may dictate the location for your event. (_____)Initial

The reserved rental space is limited to **4 hours** (We allow an additional 2 hours prior and 1 hour after for setting up equipment and removal of equipment). (_____)Initial

All events must begin and end at the scheduled time. Events that run over the scheduled time of conclusion by more than 1 hour will be charged an additional **\$50.00** for every half hour thereafter. (_____)Initial

Contracted events should end no later than 11:00 p.m. on Saturdays, and 10:30 p.m. during the week. Events scheduled to conclude after this time will require additional fees. Additional Security Officers are also needed for events that expect 200 people or more.

The position of the video cameras during the event must first be cleared with the Event Planner. (_____)Initial

Equipment brought into Word Of Life CFC from you, your business, or organization must be cleared with the Event Planner. Equipment must be removed immediately following the event. Any props or equipment that is not removed at the conclusion of the event will become the property of the church. (_____)Initial

No tape, tacks, or any other sticky materials should be used to secure props or decorations during your event (in any location of the facility). (_____)Initial

No confetti, potpourri or helium balloons are to be released in or outside the building. Any thrown items must be approved. (_____)Initial

Designated classrooms can be used as dressing rooms for presenters and performing groups. This area must be left in a neat and orderly manner with personal belongings removed immediately following the event. Please have someone designated to remove items. (_____)Initial

Smoking and use of alcohol is prohibited on the premises. (_____)Initial

No weapons are allowed on the premises. If any individual participating in or attending the event is found with a weapon we have the right to evacuate the building and cease the event. Your organization will also **forfeit the \$250 deposit**. Depending on the severity of the incident other charges may follow. (_____)Initial

Liability

INSURANCE. Renter will procure and maintain at its sole cost and expense, comprehensive general liability insurance in which Word Of Life CFC is an

additional insured with combined single limit coverage of \$1,000,000 per occurrence and \$1,000,000 in the aggregate, and Renter will furnish Word Of Life CFC with a certificate of insurance prior to the event approval.

G. INDEMNIFICATION and HOLD-HARMLESS. Renter agrees to indemnify and hold Word Of Life CFC, its officers, agents, and employees harmless from any loss or liability which may result from claims of injury to persons on property from any cause arising out of or during the use and occupancy of the Facility to Renter and Renter's guests, agents, or employees.

*E*vent Rehearsals

If your event requires a rehearsal the time and date must be scheduled with the Event Planner. Anyone who has a role in the event should attend the rehearsal. We will allow for rehearsals the day before (**ONLY**) the event for up to **2 hours**. If rehearsal exceeds the designated time, there will be an additional \$50.00 fee for every ½ hour over. All mobile devices must be silenced during the rehearsal. (_____)Initial

*T*he Event

If presenters or performing groups will be dressing at the church, please have them arrive 2 hours before the event. Ensure that someone is designated to remove all personal belongings prior to the event and immediately following.

All music played during your event must be approved. This facility is a place of worship and reverence for God and events hosted here cannot debase our ideals. **Please refrain from removing and/or rearranging pulpit furniture, audio-visual equipment or musical instruments.**

(_____)Initial

Our Media Ministry and Minister of Music are professionally trained and capable of guiding your event with a spirit of excellence. **If you desire these services for an additional fee, please contact the Event Planner. This fee includes your scheduled rehearsal.**

Rental Party:

I have read and understood all of the aforementioned information and now submit my request for space rental and or catering services to Word Of Life Christian Faith Center, 400 Old Post Road; Kyle, Texas 78640.

Signature

Date

Signature of Event Planner

Date

Office Use / Special Notes:

