River Shores Church Building Use Agreement

(used for everything except weddings)

Fee Schedule: **Current Fees:**

Use of the Church Facility
- In congregation $75...$_____
- Outside congregation $300...$_____
- Non-Profit $200...$_____

Sound Board Tech (if needed)
- In congregation $100..$_____
- Outside congregation $150..$_____

Sound for other rooms   Cost based on needs....................................$_____
Church tablecloths $50...$_____

Subtotal ....$_____

+$200 deposit

In addition to the above fees, please submit a separate check of $200 for a security deposit. This deposit will be returned to you if there is no damage to the property. The Security Deposit covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal. If the church is returned to the same condition as before the event, all of the Security Deposit will be returned within ten working days after the event.

It is the responsibility of the renters to assign a person(s) in their group to help pickup the facility afterwards. Please remember to pick up all used rooms including the bathrooms.

Building Use Guidelines:
- No alcohol or drugs are permitted on the premises.
- The church is a smoke free facility.
- More building guidelines at http://rivershores.org/building-use-policies/
- The church is not responsible for lost items. (You may contact the church to inquire about missing items that may have been turned in.)

We wish to reserve River Shores Church for the following event: _____

Date(s) of reservation: _____

Start time (include setup): _____

End time (include teardown): _____

Please circle the areas you would like to use in the church building:

Sanctuary	Classroom(s), please specify: _____
Multipurpose Room/Kitchen	Youth Room
Foyer/coffee area	Other: _____

Will you be using the church tablecloths? ($50 fee)   Yes   or   No

Please share what other items you would like to use:_____

Name: _____

Address:_____

Email: _____ Cell:_____

Address and to whom the deposit should be mailed back to:
_____

Person from renter's group in charge of clean-up (Name & Number):
_____

Estimated number of guests: _____

I have read the Building Use Policies and agree to the terms and conditions contained therein:

SIGNED: _____ Date: _____

For Church Office use

 Security Deposit received ($200) by - Name:_____ Date: _____

Check of facility & rented items done on this date by - Name_____ Date _____

Security Deposit returned ($_____) by: _____ Date: _____

Any additional notes: _____