

WAUKESHA BIBLE CHURCH

Facilities Rental Agreement

This form **must be** filled out for all events held at WBC. The responsible party must be a WBC member/regular attendee. This includes all birthday parties, bridal/baby showers, graduations, etc. There is a separate form for weddings. Please complete this form in its entirety and submit to the church office at least four weeks before the event. The request will be reviewed by the staff and added to the church calendar, if and when approved. If there is a scheduling conflict or the event is denied, you will be notified as soon as possible.

Scheduling and Calendar

This agreement by and between **Waukesha Bible Church at 553 W24079 Glendale Road Waukesha, WI 53189** ("WBC"),

and _____ ("User"), will be in effect on the following dates: _____
(User's Name – Print) (Dates)

from _____ to _____ for the usage of the facilities for the purpose of _____.
(Time Period) (Purpose of use)

Expected attendance: _____

Terms and Conditions

It is Therefore Agreed By and Between the Parties:

1. WBC agrees to let User use the premises described above for the purpose and day/time indicated.
2. Pastor Giles Litzner of Waukesha Bible Church is the contact person to coordinate the details of usage.
3. User agrees to pay WBC for the use of the premises. (See "Office Use Only" section for pricing)
4. User agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the above-described facilities.
5. User agrees that it will not use the premises for any purposes that is contrary to the mission, purpose, or belief of WBC, which is a biblically based religious organization.
6. **Organizational Users.** User promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000. The User will provide a certificate of insurance to the Owner at least seven days prior to the date upon which the User begins to use the above-described premises. The certificate of insurance will indicate that User has made WBC an "additional insured" on User's policy with respect to the use by User of the above-described premises.
7. User agrees to hold harmless, indemnify, and defend WBC (including WBC's elders, deacons, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for User's purposes, regardless of whether such injury or damage results from negligence of WBC (including WBC's elders, deacons, employees, and representatives) or otherwise.
8. User agrees to be responsible for returning to the pre-use condition all areas of the premises that User will use, including entrances and exits. User will complete the clean-up checklist provided by WBC. Custodial Refund will be determined on how accurately the clean-up checklist is followed (cleaning supplies will be provided). User will be responsible for the cost to repair any damages to WBC property.
9. User agrees not to arbitrarily use other facilities, equipment, or supplies not specifically requested and authorized by this agreement.
10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party. Full payment must be received at least 14 days before the event.
11. In the event that WBC must cancel this agreement, User will be entitled to any deposit User has paid. However, in no event will WBC be liable to User for any lost profits or incidental, indirect, special, or consequential damages arising out of User's inability to use the above-described premises, even if WBC has been advised of the possibility of such damages.
12. User agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
13. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Authorization: I hereby agree to the Facility Rental Agreement

Date of Application: ____/____/____ Phone: (____) _____ Email: _____

Address: _____

User:

(Printed Name, Organizational Title if applicable)

(Signature)

Owner:

Giles Litzner, Executive Pastor

(Signature)

Facility and Equipment

Rooms Requested:

____ Auditorium
____ Conference Room
____ Library
____ Connector Room
____ Fellowship Hall
____ Gymnasium
____ Kitchen
____ Lower Level Classroom(s)
____ Main Level Classroom(s)
____ Childcare Room(s)
____ Sports Field/Pavilion
____ Other _____

Equipment Requested:

____ P.A. System
____ Projector/TV Monitor
____ DVD player
____ Activity/Game Supplies
____ 8 foot tables (20 available)
____ 8 foot lecture tables (20 available)
____ 6 foot lecture tables (4 available)
____ Round tables (16 available)
____ Chairs
____ Kitchen Supplies
____ Other _____

Availability dependent on other WBC events for the date(s) requested.

Office Use Only: Do not write below this line

Date Approved: ____/____/____ Initials: _____

Date placed on the calendar: ____/____/____ Copy given to Facilities Manager on: ____/____/____

FEES:

____ Auditorium	\$300/day
____ Conference Room	\$50/day
____ Connector Room	\$150/day
____ Fellowship Hall	\$150/day
____ Gym/Pavilion/Field	\$50/day
____ Kitchen	\$150/day
____ Lower Level Classroom(s)	\$50/day
____ Other _____	TBD

____ TOTAL FEES

____ MAX CUSTODIAL REFUND

(TBD based upon event and clean-up checklist completed)

Date Paid: ____/____/____

Date Refunded: ____/____/____

Amount Refunded: _____