

Worship Center Usage Policy

Deposit: \$200

Deposit will be returned when the key is returned or the next business day.

Deposits will be forfeited due to the following:

Stage should be set up as it was prior to your event. If you are not able to reset the stage immediately following your event, please notify the office prior to your event. If the stage is not set and ready to go after your event, we will assume you do not want your deposit back and we will take care of set up.

All trash should be picked up and thrown away. (programs, anything left in the pews, etc)

No food or drinks are allowed in the Worship Center. If it is obvious to our custodial staff that food or drink have been in the WC, your deposit will be forfeited.

Check bathrooms and all common areas.

Be sure no water is running
Throw trash away
Turn off all lights

All doors should be locked

You will be notified in writing that your deposit has been forfeited.

Building Use Fee:

\$150. 1 to 4 hours

\$300. Over 4 hours

Building use fees must be paid one month prior to event. If it is not paid, you will be notified. If payment is not made within 48 hours of notification, we will remove your event from our calendar.

I have read and understand this policy.

_____ Signature

_____ Date