

Living Word Church

Wedding Facility Rental Agreement

Thank you for your interest in the rental of our facilities at the Living Word Church. Our space is available for weddings, meetings, receptions, etc., by reservation on a first-come, first-served basis. Request forms and open dates for the use of facilities can be obtained by contacting the church office at wecarelwc@gmail.com or leaving a message at 205-530-0638.

To reserve a room you must complete a Facility Rental/Usage Agreement (copy attached) and submit it to the church office or email it to wecare@lwc-online.com. Reservations can be taken up to one year in advance. The Living Word Church reserves the right to refuse usage of its facilities to any and all parties that conflict with our practices, policies or at the discretion of the pastor.

Living Word Church

1408 AL Hwy 28 East

P.O. Box 939 Livingston, AL 35470

www.lwc-online.com

phone: 205-530-0638

LIVING WORD CHURCH (LWC) FACILITY RENTAL/USAGE AGREEMENT

All users must adhere to the following policies and procedures:

Times Available For Use Of Facilities

Facility rental periods include up to 4 hours of regular usage, and up to 2 hours of setup and clean-up time prior to 10:00 pm, no exceptions. All events must conclude by 10:00 pm unless special arrangements have been made. Wedding rentals will receive an additional 2 hours for one rehearsal prior to the event. There is a \$25 charge for each additional 15-minute period of usage beyond the scheduled time.

Reservation/Damage Deposit

1. This contract must be completed and returned with a separate damage deposit in the amount of \$50.00 before the desired dates will be confirmed. Give an estimated number of persons you expect to attend; more up-to-date numbers may be submitted a week before the contracted dates. Should the final "in attendance" guest count be larger than estimated, we will do all we can to accommodate them. The damage deposit is refundable on a conditional basis.

Full payment of the rental fee is required no later than thirty (30) days prior to the event. If the event will be held within 30 days of booking the entire amount is due at the time the reservation is made.

2. At the conclusion of the event, any damage, clean up and/or overtime charges will be deducted from the deposit. The entire deposit is available for return if the post-event walk-through is satisfactory to LWC (Refer to Facility Rental Check Out Form). Refunds (if applicable) will be issued within ten (10) working days following the event. Any charges beyond the deposit are the responsibility of the reserving party and will be billed within ten (10) working days after the event.

Event Supervision

It is the responsibility of the user to maintain supervision of the premises and assure that all participants are kept within the authorized usage area. The user group or individual is in charge of and responsible for the actions of all participants while on the premises, before, during, and after the usage.

Applicable Laws And Rules

All events should conform to basic sense of decorum and values consistent with the usage of church property and basic community moral standards. The scheduled user agrees to comply with all laws, ordinances, and rules of LWC, the City of Livingston, the State of Alabama, and the United States. This includes:

- **Drugs and Alcoholic Beverages Prohibition:** No alcoholic beverages are allowed on the premises. The usage, sale or possession on church premises of alcohol, controlled substances, or any drug not medically authorized is strictly prohibited. Possession of alcohol or controlled substances will result in immediate termination of the event and loss of deposit and all fees.
- **No smoking is allowed inside of or within 30 feet of the outer entryways to the LWC buildings.**
- **Possession of Weapons and Explosives Prohibition:** Firearms, weapons, ammunition, fireworks, sparklers, explosives, and highly flammable materials are not allowed within the building or on the grounds.
- **Alteration and Decorations:** The user shall not drive nails, hooks, tacks, screws or staples into any part of the premises. Generally all decorating must be freestanding. In no case will the facility be defaced, marred or permanently altered. Scotch, masking, duct tapes and glue are not allowed on any surface. All other adhesives must be approved. Glitter, confetti, sand or any substance that causes litter or debris inside the facility or on the grounds is prohibited.
- **Tampering with the fire system or fire fighting equipment is not allowed.** This includes blocking exit doors and tampering with any alarm system.

- **Parking in Handicapped, Service or Fire Lanes Prohibition:** Parking along roads or in the service or fire lanes on the church grounds is not allowed. Fire lanes must remain clear and free of all vehicles except emergency vehicles at all times. Handicapped parking is available only to those with the appropriate license tag or temporary designation issued by the State of Alabama.
- **Gambling or Solicitation Prohibition:** Gambling or solicitation in any form is not permitted.
- **Restriction on use of Fire or Flame:** No acts or performances will be staged in which fires or flames are involved. Open flame is strictly prohibited by fire code. Enclosed votives, tea lights, floating candles, and chafing dishes are acceptable. Pillar or taper flame must be enclosed by hurricane glass or other approved enclosures.
- **Noise Limitations:** All users should keep the noise associated with their event at a level that is respectful of our church neighbors as well as other events happening at the same time in the church.

Violation of these rules may result in a minimum assessment of \$250.00 and/or an additional damage/cleaning fee.

Liability For Loss/Damage

1. The cost to replace or repair LWC property resulting from loss or damage that is caused by the user or their guests will be charged to the user.
2. LWC is not responsible for lost, stolen or damaged items belonging to a scheduled event, including but not limited to, items belonging to any participant attending such event.

Parking

All scheduled users are expected to do their best to limit the impact of event parking on the surrounding residential neighborhood by providing appropriate maps or directions and by encouraging event attendees to park in designated parking areas. The facility user may be required to provide or pay for parking attendants if the event could significantly impact the surrounding neighborhood.

Set-Up/Clean-Up

The user of facilities is responsible for all set-up and clean up. All trash or recyclables must be disposed of in appropriate outdoor receptacles. Failure to leave the facility in a clean and orderly fashion will result in forfeiture of the security deposit. **NOTE: Clean up does not forfeit the \$50 cleaning fee. This fee is required to ensure that facility is clean and ready for Sunday worship services.**

Deliveries

Whenever a function requires delivery of goods to the church facility, the person or group hosting the activity must have a representative present to receive and secure the goods. The church cannot accept responsibility for receiving, storing or securing goods. Doors will open 30 minutes prior to the event unless other arrangements have been made. Vendors (DJ, bakery, florist, etc.) may arrive no earlier than two hours before the contracted start time of your event. All other arrangements are subject to additional charges. Please notify your vendors of the set-up time in advance.

Forfeiture Of Use

Failure to comply with any of the above implied or stated conditions, policies and guidelines would result in the immediate loss of the usage of all facilities, forfeiture of any and all facility deposits and restrictions on or forfeiture of any future usage. If violations occur during an event, event organizers must rectify violations immediately or risk being asked to leave the facility. If the event is terminated in that way, no deposits/fees will be refunded.

Areas for Rent:

Sanctuary - Seating capacity – 250

Rental fee includes use of sanctuary, bathrooms, kitchenette, conference room (for groom's changing area), overflow room (for bridal changing area), and nursery room (you will need to provide your own childcare). Nursery DOES NOT include children's playroom or toddler classrooms.

The rental fee does not include any music or a minister. Weddings are booked on a first come-first served basis. Sanctuary instruments available with prior approval only for use by trained musicians.

Audio/Video Tech Room In Sanctuary - \$50.00 fee includes use of trained Tech and the Sound System, Audio/Visual Equipment, & PowerPoint Projector. These items may be used ONLY by prior arrangement.

If you wish to use the sound system for any purpose, you will need a Sound Tech to set up and run the equipment. Equipment includes: 24 channel sound system; CD recorder; Computer &

PowerPoint Projector & large screen; CD and DVD players **NOTE: It is the responsibility of the user/renter to provide any music tracks and or video files to the A/V tech prior to the event.**

Dome Fellowship Hall – Rental of the Dome Fellowship Hall is available for receptions and/or rehearsal dinners. Rental must be done separately using the rental form that can be downloaded on our website at www.lwc-online.com/resources.

Hospitality Room: This room can be rented to hold guests and or for rehearsal dinners. Please note that there is a fee of \$75 for use of this room.

A Site Manager will be on the premises to attend to the church. The main function of the Site Manager is to ensure the building is locked/unlocked and provide security for the building and aid in answering questions. There is a \$50 fee for the site manager.

Video Technician: If rental would like the ceremony to be video recorded, we can provide a video technician for a fee of \$50. Please note: Video tech will only record from the video stand located at the back of the sanctuary. We recommend that you hire a professional videographer if more in-depth video/photography services are needed.

Kitchenette Usage

1. Clean Up:

- a. The user of the kitchen is responsible for clean up of the kitchen area. This includes washing all dishes, pots and pans, serving pieces, etc.
- b. All counters and equipment should be wiped trash cans outside of the dome
- c. The user of the kitchen should remove all left over food from the premises.

2. Supplies:

- a. The facility user is expected to furnish all their own paper products (napkins, cups, plates).
- b. If coffee is to be served the kitchen supervisor will oversee the preparation of the coffee. The carafe must be cleaned out as part of the kitchen clean up.
- c. The facility user should supply table cloths and dishtowels.

Rental Fees

Area	Seats	Active Member	Non-Member/Non-Active Member
Damage/Security Deposit		\$ 50	\$ 50
Sanctuary	250	N/A	\$150
A/V Tech / Room	N/A	N/A	\$ 50
Site Manager/Security	N/A	N/A	\$ 50
Clean Up	N/A	N/A	\$ 50
Video Tech	N/A	N/A	\$ 50
Hospitality Room	25 – 35 (based on set-up)	N/A	\$ 75

** An Active Member is a member who regularly participates in the life of the church and is financially active. In recognition of their membership and gifts to the life of our church community a reduced fee is offered. The “active member” fee does not extend to family and friends of member.

*** Non-Members and Inactive Members include non-member individuals, groups, and community/non-profit organizations; members who are not considered active in the church.

LWC FACILITY RENTAL/USAGE AGREEMENT

Contact Info

Name/ Contact Person:		
Phone	Email	
Address		
City/State/Zip		

Rental Info

Date of Rental		Time of Rental	From:	
Set-up is allowed up to 2 hours prior to event			To:	
A/V Needs: (check all that apply)		Live Music <input type="checkbox"/>	Music Tracks <input type="checkbox"/>	
		Slideshow/Video* <input type="checkbox"/>		
		Video Recording <input type="checkbox"/>		
Rehearsal Date:	Start Time	Start Time:		
2 hr. max time limit		End Time		

Rental Fee Totals

Item	Fee (enter fee below based on rental fee schedule)	Total
Damage/Security Deposit	\$ 50 (refundable)	\$ 50
Sanctuary		
A/V Tech		
Site Manager/Security		
Clean-up		

Video Tech		
Hospitality Room		
	Total Rental Fee Due	

Signatures

I have read and agreed to the terms as stated in the LWC Facility Rental/Usage Agreement:

Signature: _____

Date: _____

Hold Harmless/Indemnify Clause

As users of the LWC property, we agree to protect, indemnify and hold harmless the Living Word Church from any and all loss, cost, damage or expense, arising out or from any accident or other occurrence on or about these premises, causing injury to any person or property, and will protect, indemnify and hold harmless the Living Word Church from any and all claims cost or expenses arising from any failure of the user in any respect to comply with and perform all requirements and provisions agreed to and required by law ordinance during the period of usage.

Signature: _____

Date: _____

<p>FOR OFFICE USE ONLY:</p> <p>M/NM? <input type="checkbox"/> Approved: <input type="checkbox"/> Denied: <input type="checkbox"/> By: _____ Date: _____</p> <p>Damage Deposit: \$ _____ Date Received: _____</p> <p>Rental Fee Received: \$ _____ Date Received: _____</p> <p>Equipment Needed: Chairs # _____ Tables # _____</p> <p>Applicable Deposit Deductions: Cleaning Fee: \$ _____</p> <p>Damage Deduction: \$ _____</p> <p>Deduction for using facility beyond scheduled usage time @ \$25 per 15 min.): \$ _____</p> <p>Total Deductions: \$ _____ Balance Refunded: \$ _____</p> <p>Date Refunded: _____</p>

LWC FACILITY RENTAL/USAGE CLEAN-UP AND DAMAGE CHECKLIST

The event, including cleanup must be concluded by the end of the contracted event time. All personal materials, equipment and furnishings must be removed at the conclusion of the event. Unless prior arrangements have been made and included in the event contract, the Client may be assessed a fee for items left at the conclusion of the event. LWC is not responsible for damaged, lost or stolen items. Found items will be held for up to fifteen (15) business days after the event.

This checklist is designed for the documentation and protection of all parties entered into this contract and is considered binding. Completion and signature is required by both the renter and LWC staff at the conclusion of a function.

Group: _____ Date: _____

Group Contact Person: _____

Time In: _____ Time Out: _____

Clean-up: Facilities left in the condition found upon arrival of group including:

Yes: No: picked up food

Yes: No: cleaned up floors and spills as needed

Yes: No: garbage cleaned up and emptied into outside container

Yes: No: any additional materials brought in for the function removed
(objects left beyond the rental period may result in additional charges)

Comments:

Damages: Groups renting the church facilities will be responsible for any damages incurred as a result of their rental. The amount for damages shall be equal to the cost of repair or replacement of items (as noted below) for both the facilities and any equipment. As the responsible and authorized party, the contact person for the group noted on the reservation for rental will be billed for any repair or replacement costs for damages beyond the damage deposit. Any unused portion of the damage deposit will be returned to contact person within 7 days of event end.

Visible damages: Yes: No:

Damage Report: _____

Signature of Renter: _____ Date _____

Signature of LWC Staff: _____ Date _____