

# CORNERSTONE CHURCH OF THE NAZARENE

3007 HWY 332 W, LAKE JACKSON, TX 77541  
OFFICE: 979-798-1580 FAX: 979-798-1581 E-MAIL: office@lcnazarene.org

## Facility Rental/Use Request

The Sanctuary seats 260. The Fellowship Hall/Coffee Bar area seats 150.  
*The Facilities shall not be available to "For Profit" groups.*

For consideration of requests for use of the Church Facilities, this form must be completed in its entirety, and returned to the Church Office as soon as possible. Once the request is approved an invoice for payment will be given to the host with a copy of the approved Facility Rental/Use Request form.

**All payments shall be received at least 10 business days before the event.**

All checks are payable to: Cornerstone Church of the Nazarene (CCN).

TODAY'S DATE: \_\_\_\_\_

### LESSEE INFORMATION: (PLEASE PRINT CLEARLY)

Individual/Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Email Address \_\_\_\_\_

Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Home Phone: \_\_\_\_\_ Cell Phone: \_\_\_\_\_ Fax #: \_\_\_\_\_

### EVENT INFORMATION:

Event Date(s): \_\_\_\_\_

Type of Event: \_\_\_\_\_ Total Expected Attendance: \_\_\_\_\_

Request for Rental of:  Sanctuary  Sound System\*  Fellowship Hall  Coffee Bar  Kitchen  
\* see Facility Rental Fee for requirements

1. Date/Time of Rental (Include Set up/Clean up time): Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

2. Date/Time of Rental (Include Set up/Clean up time): Date: \_\_\_\_\_ From: \_\_\_\_\_ To: \_\_\_\_\_ Total Hours: \_\_\_\_\_

### FELLOWSHIP HALL, KITCHEN AND COFFEE BAR EQUIPMENT USAGE:

Please indicate which of the following you would like to use:

Sound System  Ice machine  Coffee Maker  Oven  Refrigerator  
 Dishwasher  Grill  Warming Unit

*The person(s) using any of the above equipment must schedule a time, prior to the date of the event, for usage instructions.*

### FEES AND GENERAL TERMS AND CONDITIONS (SEE ATTACHED PAGE):

In requesting the use of the above facilities of Cornerstone Church of the Nazarene I understand this is a building designed for Christian use. I hereby acknowledge that I have read and understand the attached Fees and General Terms and Conditions, that the information provided by myself is true and accurate, and that I accept full and complete responsibility for the conduct and safety of the group/individuals attending and any and all damages that may result as a consequence of the rental.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_

#### Office Use

Deposit \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Date Refunded \_\_\_\_\_ Check # \_\_\_\_\_

Add'l Fee \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_

**USAGE FEES:**

	<b>NON-MEMBER</b>	<b>MEMBER OR REGULAR ATTENDEE *</b>
Fellowship Hall/Coffee Bar/ Kitchen – first (4) hours	\$ 400	waived
Additional rental – per hour	75	waived
Sanctuary – first (4) hours	600	waived
Additional rental – per hour	100	waived
All facilities listed above – first (4) hours	800	waived
Additional rental – per hour	100	waived
Security Deposit (refundable, see General Terms & Conditions)	250	250

\* If you are not a Member of Cornerstone the pastoral staff or a steward will determine whether or not you qualify as a Regular Attendee.

**Additional Fees:**

Sanctuary Sound System - **Requires Authorized Sound Person**

*Fees are paid directly to Authorized Sound Person.*

Per each Sound Person – first (4) hours	100
Additional fee – per hour	25

Access to the Audio System in the Fellowship Hall is available upon request and must be pre-approved.

**GENERAL TERMS AND CONDITIONS:**

1. Facilities are available from 7:00 am to 11:30 pm.
2. Smoking is prohibited in all indoor areas and within 15 feet of all buildings.
3. No alcoholic beverages in the buildings or on the premises.
4. No dancing.
5. Lessee is responsible for complete clean up. Trash is to be taken to the outside dumpster.
6. No food or drink in the sanctuary.
7. Cornerstone Church reserves the right to decline rental of the facility, rescind a rental contract.
8. Security Deposit will be refunded within two weeks if General Terms and Conditions are adhered to.
9. The Lessee agrees to assume and be responsible for any expense(s) incurred for damage(s) to the premises or property resulting from Lessee's use.
10. Cornerstone Church does not accept responsibility for loss or theft of articles belonging to Lessee or any member of his party, or injury or accident to any said person on the grounds of or in the facility, and is absolved by Lessee of all liability, which may result thereof.
11. Return all tables, chairs, and other furnishings to their proper place after your event.
12. Decorations may not be attached to any part of the building, in a way that will mar the finish of leave a lasting mark of any kind. No tacks, pins, nails, tape, glue, etc.
13. Decorations must be removed promptly following the event.
14. Any damage should be immediately reported to the church office.
15. Sound System and Sound Booth – No unauthorized used is permitted.

Authorized users have been trained and are available for hire. (see Facility Rental Fees)

**USE OF KITCHEN FACILITIES:**

- a) The exhaust fan **MUST** be on while doing any cooking.
- b) Dispose of all garbage in the outside dumpster.
- c) Empty and wash all coffee urns.
- d) Washed, dry and return all dishes and equipment to the proper storage places.
- e) Leave used dish cloths and towels on the sink counter. They will be picked up and laundered.
- f) Clean up all spills (floor, counters, refrigerator, stove, etc.)  
Broom and mop are in the janitor's closet.
- g) No kitchen equipment is to be taken from the Church premises.
- h) Do not leave leftover food in the refrigerator.
- i) Turn off exhaust fan, ovens and burners. Make sure to leave pilot lights ON.

SIGNED: \_\_\_\_\_ DATE: \_\_\_\_\_