



FACILITY USAGE REQUEST AND AGREEMENT

Note: For weddings, please complete the Wedding Application and page 2 of the Facility Usage Request and Agreement Form. You may omit completing page 1 of this form.

Renter Name: _____

Organization: _____

Renter Address: _____

E-mail Address: _____

Contact Number: _____ Alt. Number: _____

Date(s) of Event: _____

- Anniversary Wedding reception/shower Baby shower Birthday party Class reunions
 Family reunions Picnic Other: _____ (please explain type of event)

Check-in Time: _____ Check-out Time: _____

Audio Visual/Sound Technician Requested? Yes No

Room(s) Requested: _____

Number Expected: _____ Will Event Need Kitchen Access? Yes No

Note: kitchen access in the Worship Center is for preparation of punch and coffee, and for clean-up of serving dishes and utensils. The Student Center does not have a kitchen.

Chairs: # _____ Tables: # _____ 6' oblong in Worship Center (seats 6)

5' round in Chalet Room and Small Gym (seats 7)

Please note that we are not able to move tables from another location.

Arrangement Style: _____

RENTAL CHARGES

Note: The rental fee includes set up time and **4 hours** for the event and **6 hours** for a wedding with **9 PM** being the latest check-out time. An additional charge of \$50 per hour for our larger rooms and \$20 per hour for our smaller rooms will be added for additional time.

AV/Sound Technician (flat rate \$100 for a regular event) \$ _____
Note: weddings include the sound technician fee as a part of the facility rental

Room Rental: _____ \$ _____

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90-cup coffee urn (requires 1 hour to perk - \$10 – leave clean in kitchen) \$ _____

Roll of white paper table covering (300' long/for oblong tables - \$20 ea.) \$ _____

Security/damage deposit fee (required) \$50.00 or (\$100 for weddings and wedding receptions) \$ _____

Portable Sound System (\$250 for weddings and \$350 for other events) \$ _____
(Sound tech fee is included, we do not provide pre-recorded music or DJ services)
Additional hours: \$ _____

Grand Total: \$ _____

The date rental cost and other fees (if applicable) are due: _____
(7 days before an event or 30 days before a wedding)

I have read the Facility Usage Agreement and I agree to the terms and conditions thereof.

Renter(s) Acknowledgement Date

PLEASE SIGN AND RETURN PAGES 1 AND 2 OF THE RENTAL AGREEMENT ALONG WITH YOUR \$50 or \$100 (for weddings) DAMAGE/SECURITY DEPOSIT TO (note: rental fee and damage/security deposit must be a separate check):

Landmark Baptist Temple, 1600 Glendale Milford Road, Cincinnati, OH 45215
(513) 771-0960 office (513) 771-0966 fax

OFFICE USE ONLY

Date \$50 or (\$100 for weddings) security/damage deposit received: _____
date returned: _____

Amount/date rental fee paid: _____ received by: _____

Staff Person

MEMBER'S RENTAL RATES (does not include other fees):

Chalet Room (without A/C)	\$ 75 (note: \$100 for weddings)
Chalet Room (with A/C):	\$150 (note: \$175 for weddings)
Chapel:	\$200 (same for weddings)
Fellowship Hall:	\$100
Main Auditorium:	\$300 (same for weddings)
Media Room:	\$ 75
Small Gym	\$200 (same for weddings)
Student Center West End Classroom:	\$ 75
Sunken Gardens	\$200 (same for weddings)

(Note: the Chalet Room and the Sunken Gardens do not have a sound system. A sound system can be rented from Landmark for \$250 for wedding ceremonies and \$350 for other events which includes our technician)

OUTSIDE ORGANIZATIONS RENTAL RATES (does not include other fees):

Main Auditorium – Concerts, school graduations etc. - \$1,400 (add \$100 for AV/Audio Technician per day per Technician)

Occupancy:

Maximum occupancy is not to exceed the number for specific areas that are listed below:

Chalet Room	150 (tables are round 84" tablecloths) (29 round tables)
Chapel	150 (15 pews right side & 16 pews left side)
Fellowship Hall	200 (includes five tables for food, beverages and gifts) (seating over 165 requires additional blue chairs) (tables are 6' oblong 60" x 84" tablecloths)
Main auditorium	926
Student Center West End Classroom	70
Sunken Gardens	175 (note: we only have 60 blue chairs)
Youth Room	200

THIS AGREEMENT is made by and between the above names person(s) and/or organization, Hereinafter referred to as “renter(s)” and Landmark Baptist Temple, for good and valuable consideration and for the mutual covenants and conditions herein contained, the parties agree as follows:

Whereas, the full rental cost and other fees (if applicable) must be paid at least seven (7) days prior to a regular event and thirty (30) days prior to a wedding or outside organization rental. No reservation is guaranteed or confirmed until page 1 and 2 of the Rental Agreement is signed or for a wedding page 2 of the Rental Agreement and the Wedding Application is returned.

Whereas, Landmark Baptist Temple is not responsible for accidents or injury to renter(s), guests, visitors, or any other persons or for the loss of money or valuables of any kind. Renter(s) do hereby agree to release, acquit, and forever discharge Landmark Baptist Temple, its officers, affiliates, agents, servants, employees, its personal representatives, successor and assigns, and any and all other persons, firms or corporations in connection with it, of and from any and all claims, demands, and causes of action, that renter(s) or their guests, visitors, or any other persons during the rental terms and times may have, have had, or ever have arising out of or by reason of the renter(s) rental for the event.

Further, the age of all persons responsible for renting Landmark Baptist Temple’s facility must be at least twenty- one (21) years and older with no exceptions.

Conditions

1. Purpose of Use:

Landmark Baptist Temple’s facility may be rented by **members only** and may be used but is not limited to the following events:

Class Reunions	Family Reunions	Picnics
Baby Showers	Wedding Showers	Meetings
Anniversary Parties	Birthday Parties	Weddings

Events not listed above or the consideration of rental by a non-member and/or organization are subject to approval by the pastoral staff of Landmark Baptist Temple. Please note that all religious organizations will be given a copy of Landmark Baptist Temple’s doctrinal statement of faith and are expected to honor it during their event.

Music and/or entertainment must be God honoring.

2. Damages:

A \$50 security/damage fee deposit (\$100 for weddings) is required and will be fully refundable if the event takes place and the facility is returned in the same condition as received.

The \$50 security/damage fee deposit (\$100 for weddings) is not applied to the event fees. This deposit shall be retained by Landmark Baptist Temple until the facility is inspected and cleaned by the facility's staff following the event. If there is no loss or damage of the property and premises by renter(s) and/or their guests, the security/damage deposit shall be returned within two (2) weeks following the event. If there is loss or damage, renter(s) shall forfeit part or all of the security/damage deposit at the discretion of the Pastor of Landmark Baptist Temple. Further, renter(s) are responsible for all losses or damages to premises and/or furnishings and furniture caused by the renter(s), guests, visitors, or any other persons exceeding the amount of the \$50.00 (\$100 for weddings) security/damage fee deposit.

Renter(s) is responsible for:

- any loss or damage incurred to the premises by their helpers, hired staff, other service providers and their guests.
- the conduct of their helpers, hired staff, other service providers and their guests, on the premises during and following the event.
- the proper handling of all equipment and furnishings.

3. Cancellations:

If renter(s) cancel their event with less than a **24 hours notice**, they will forfeit their rental cost, security/damage fee and other fees (if applicable).

4. Use of Property:

All items brought in by the renter(s) must be removed by the renter(s) prior to the check out time. No property belonging to Landmark Baptist Temple shall be moved or taken outside by renter(s) or their guests.

There will be no access to the nursery rooms.

All youth/teenage activities must be supervised by adults at all times. A ratio of one adult per 10 youth/teens is required. The sponsoring adult must be present at all time.

5. Decorations:

The following rules are applied:

- a. Only non-damaging fasteners may be used; do not use staples, nails, tacks or tape
- b. Do not use tape for signage or decorations
- c. Remove all decorations, balloons, and other party materials including outside signs immediately following your event

6. Clean-up:

Renters **will not** be responsible for taking down any tables and/or chairs at the end of the event. The renter(s) is expected to maintain the facility in the same condition as received. The following general cleaning is required at the conclusion of the event:

- a. Pick-up all trash both inside and outside of the building.
- b. Wipe down all tables and countertops.
- c. Remove all decorations, balloons, and other party materials including outside signs etc.
- d. Remove all food and other items from the kitchen and refrigerator that was brought in.

7. Smoking:

Our buildings are smoke free facilities.

8. Alcoholic Beverages:

Alcoholic beverages are prohibited from anywhere on the property of Landmark Baptist Temple (including buildings, grounds and parking lot).

9. Sound and Audio Visual

AV and Sound Technician will be a flat rate of \$100 for the event (the sound technician is included in wedding fees). Our in-house technician is required when our equipment is being used to ensure proper usage and protection of the equipment.