

Lease Form for the Family Life Center
(Updated 4/28/25)

I have read and understood the policy and procedures of the Family Life Center.
I am responsible per policy and procedures including number 8 and 9 on next page.

Name: _____ (Printed)

Signed: _____ Date: _____

Responsible Party Information:

Name/Organization _____

Address: _____

Phone: _____

Check one:

_____ Member/Regular Attendee Non Member

_____ Non-Member

_____ Non-Profit Group/or Organization

_____ Funeral / Funeral Dinner (free will donation)

Rental Options (Check)

_____ Hall & Kitchen Rental

Equipment You Will Require: (Circle)

Tables Chairs Sound Stage

Set up for how many _____

Date of Reservation _____

Podium with mic (Free) _____

Time of use: _____ to _____

FLC sound system \$25.00 _____

Total fee paid in advance: _____

Make Checks payable to:

Versailles Baptist Church

Received by: _____ Date _____

Family Life Center Policy and Procedures

Amended 4/28/2025

1. The facility is dedicated and designed for worship and service of the congregation of the *Versailles Baptist Church, Inc.* These opportunities are given first priority. Extra events should not be scheduled so as to conflict or interfere with regularly scheduled meetings and activities of the congregation and its auxiliaries.
2. The furniture, pictures, banners, etc. may not be moved without permission of the Board of Trustees. If there is a special request, notify one of the trustees prior to the day of the event.
3. The sound system may be operated only by someone so authorized by the church.
4. It is the responsibility of the person booking the facility to contact the secretary or trustees and arrange for times to get in, and for times to set up if desired.
5. All scheduling will be done through the church office using the master calendar and with the permission of the Board of Trustees.
6. No alcoholic beverages will be permitted in or on any of the church property.
7. No smoking will be permitted in or on any of the church property.
8. The church is not responsible for any personal injury or bodily harm during any usage.
9. The church is not responsible for any lost, damaged or stolen personal items at any time.
10. Youth and children are welcome to use the building, but an adult must be present to supervise. Parents are to be responsible for their children and their behavior at all times.
11. If there are any spills, please clean them up immediately.
12. Kitchen and appliances shall be cleaned of all food and stains after use by the group who has scheduled the activity in the facility. Please wipe off all counters and tables.
13. All appliances shall be turned off after each use.
14. All trash shall be emptied into sealed plastic bags and please leave them in a trash container. The custodian will take the trash out.

15. Rental deposits and fees for the Family Life Center.

MEMBER/REGULAR ATTENDEE NON MEMBER:

Fee of **\$25.00** to cover custodian fee.

<u>NON-MEMBER:</u>	<u>Cleaning Fee</u>	<u>Rental Fee</u>	<u>Total</u>
Hall and Kitchen	\$50.00	\$200.00	\$250.00

NON-PROFIT GROUPS or ORGANIZATIONS:

	<u>Cleaning Fee</u>	<u>Rental Fee</u>	<u>Total</u>
Hall and Kitchen	\$50.00	\$200.00	\$250.00

16. The church reserves the right to amend this policy at its discretion.
17. Each nonprofit organization shall be considered by the trustees and based upon the benefit or non benefit to the church will be accepted or refused.
18. All fees and deposits shall be turned into the church office at the time of the confirmed date. Checks shall be made out to the Versailles Baptist Church, Inc. A release form shall be filled out and signed by the lease at that time.