



Valley Mills Christian Church

Building Use Request

Requested

Date of this application: _____

Day of Week	Date(s)	Setup Time	Start Time	End Time	Room(s)	Fees

Total:

Name of Renter:		
Type of Event/Intended Use:		
Address of Renter:		Number of Adults: Children:
Phone No.:	Email:	Current member/attender:

- ❖ Return fully completed application form to the Church Office.
- ❖ A 50% down-payment must be made at the time of reservation, with the remaining fees due in full no later than 7 days prior to the event. Make check payable to: Valley Mills Christian Church.
- ❖ The application may be emailed to: info@valleymillsc.org
- ❖ The Valley Mills Christian Church Administrative Coordinator will check requested dates on calendar for availability and respond to the requesting party; please allow 72 hours for a response within normal business hours.
- ❖ In extreme cases, as with the loss of a member of our church family, a rental reservation request MAY be cancelled and the deposit refunded.

Submitting this application indicates that I agree with the following:

- **I have read the rental contract rules and understand how they apply to this request.**
- I am responsible for enforcing these guidelines while my group/organization is present at Valley Mills Christian Church.
- I assume full responsibility and shall pay for any damages caused by my group/organization's use of Valley Mills Christian Church and its facilities.

Signature or Submitted by: (email): _____

FOR OFFICE USE ONLY

APPROVED
 NOT APPROVED
FEES PAID: _____

NOTED ON CHURCH CALENDAR: _____

Name of Renter: Date: Setup Time:	
ROOM USE FEES ARE FOR NON-ATTENDERS; MEMBERS ARE ELIGIBLE FOR 50% REDUCTION IN RENTAL FEES	
Family Life Center\$250	2 nd floor Room 2\$50
Classroom 1 (large).....\$100	Outdoor Family Pavilion..... \$150
Kid Zone.....\$150	
Conference Room\$50	
Classroom 2 (small).....\$50	
<i>¹Incidental use of kitchen is limited to use of refrigerator, cooking appliances, water, and ice machine.</i>	
	<i>Capacities</i>
	<i>Family Life Center : 300 (max)</i>
	<i>Classroom 1: (35-40 approximately)</i>
	<i>Kid Zone: 75-100 (approximately)</i>
	<i>Conference Room: 15-18 (approximately)</i>
	<i>Classroom 2: 15-18 (approximately)</i>
	<i>2nd floor Room 2: 15-18 (approximately)</i>
	<i>Outdoor Family Pavilion: 150 (approximately)</i>

RENTAL CONTRACT RULES:

- ❖ The individual(s) signing the Rental Agreement is responsible for reading and signing this agreement prior to the event. All arrangements for use and all payments should be made through the church office. In order to qualify for the member/attender rate, the responsible party signing the rental agreement must be a current member/attender of Valley Mills Christian Church.
- ❖ Renters may decorate tastefully. Set up of tables and chairs is the responsibility of the renter and should be returned to the proper location in which they were found. All areas should be left in an orderly condition.
- ❖ The church refrigerators and appliances may be available for use during a rental period, contingent upon other facility use reservations. It is expected the kitchen, if utilized, will be left in the condition it was found. All dishes used shall be washed and stored in the proper place. All countertops, sinks, and appliances shall be wiped clean. The kitchen floor should be swept and nothing from the rental should be left in the church refrigerators or trashcans. Renters should not use church consumables (paper plates, cups, etc...).
- ❖ There shall be NO alcoholic beverages or smoking in the church facilities or on church grounds.
- ❖ Any beverage or food spilled on the ground or carpet is to be cared for properly. Additional charges may be incurred to the renter for any specialty cleaning or damage repair required as a result of a renter incident.
- ❖ All food, signage, and decorations are to be removed by the renters at the conclusion of the rental period. All trash receptacles should be emptied with all bags placed in the outdoor dumpster.
- ❖ The person signing the Rental Agreement is responsible for any damages to the church property or equipment.
- ❖ Only the rooms reserved and paid for in advance are allowed to be utilized during the rental period.
- ❖ All rental agreements allow the use of facility tables, chairs, rods & drapes, restroom facilities, parking area, and trash dumpster. Kitchen facilities, including an ice machine, MAY be available for use during rental periods.