**WOODLAND BAPTIST CHURCH**

**Building Use Policy and Agreement**

This rental agreement is made and agreed to this \_\_\_\_\_ day of \_\_\_\_\_\_\_\_\_\_\_\_\_, 202\_\_\_, by and between the Owner (Woodland Baptist Church, 4434 Thomas Nelson Highway, Arrington, VA 22922 and the Renter, \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ .

The Woodland Baptist Church facilities (building and grounds) may be scheduled for events by church members and non-church members. Use will be contingent upon availability of space and review of the particular activity being scheduled. The Building and Grounds Committee and/or Deacon body are responsible for receiving and responding to requests. We encourage at least a one month's notice so information may be placed in newsletter calendar. Facilities must be left as found. Brooms, vacuum cleaner, and mops are available.

Use of facilities will be contingent upon availability of space and review of the particular activity being scheduled. The Building and Grounds Committee and/or Deacon body are responsible for receiving and responding to requests. A one month's notice is requested.

**Fees are as follows (Please check which spaces you are requesting):**

 **MEMBERS NON-MEMBERS CHECK ALL THAT APPLY**

**Sanctuary and Fellowship Hall $175 $550 \_\_\_\_\_**

 **Sanctuary $100 $350 \_\_\_\_\_**

 **Fellowship Hall $100 $350 \_\_\_\_\_**

 **Picnic Shelter with access to restroom facilities $100 $200 \_\_\_\_\_**

 **Single classrooms $ 50 $125 \_\_\_\_\_**

1. For **non-members**, a $100.00 refundable deposit is required along with the rental fee listed above. If it is determined that the building is left as it was found, the $100 deposit will be returned. Brooms, vacuum cleaner, and mops are available.

2. Lights are to be turned off at conclusion of use. Heat and air conditioning are to be set at 650. Doors are to be closed and locked.

3. Key or keys are to be returned the day following the event.

4. Any damage to building or grounds is the responsibility of the renter/user.

5. There will be no admission charge or fee for any event.

6. Trash in the building and on the grounds is the responsibility of the renter, and it is to be carried off by the renter/user.

7. Woodland Baptist Church is not responsible or liable for any activity or occurrence taking place on the grounds or within the building.

8. No alcoholic beverages allowed on premises. No smoking on the premises. No firearms on the premises.

9. No fund raising on church properties unless sponsored by the church.

10. Bands, DJ.'s, and dancing will not be permitted.

11. Use of Sound System is allowed only with written approval and supervision by Building and Grounds Committee and may require an additional fee.

12. Any exceptions at discretion of Building and Grounds and/or Deacons.

**I have read and understand the above guidelines.**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date of Event: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address of Renter: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Explain the function you wish to hold: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**The undersigned Renter has read and understand this Agreement and acknowledges receipt of copy of this rental agreement.**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Renter \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Woodland Baptist Rental Rep \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date**