

The faith family of WEST POINT MISSIONARY BAPTIST CHURCH

3566-72 S. Cottage Grove Avenue Chicago, Illinois 60653

(773) 538-7590 (main) (773) 538-8370 (fax)

Rev. Dr. L. Bernard Jakes, *Senior Pastor/Teacher*

www.wpmbc.org

Request for Building Use

Date of Request _____

Group Name _____

Profit / Nonprofit (please circle)

Address _____

Telephone _____

E-Mail _____

Primary Contact _____

Telephone _____

Type of event _____

Ongoing One-time

Date(s) needed _____

Times _____

of people _____

Facilities and services required _____

Charge for admission _____ Meals or refreshments _____

Promotional materials to be distributed (attach & describe) _____

Applicable fees _____

Special needs _____

Trustee Approval _____

Date _____

Senior Pastor Approval _____

Date _____

Guidelines for Use of Facilities for the faith family of West Point Missionary Baptist Church

1. All requests for space must be made or confirmed in writing, using the form provided. All ongoing requests will be renewed annually in September of each year.
2. Users should make one visit to see space desired. This will also aid in determination of needs.
3. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide West Point Missionary Baptist Church with a Certificate of Insurance that provides a limit of liability of at least \$100,000.00.
4. The attached schedule of fees applies to all building use. *We estimate that it costs the parishioners of West Point Missionary Baptist Church about \$65.00 an hour for building use, which includes utilities, insurance, maintenance and repairs, and janitorial services. In addition, rising fuel costs might necessitate an adjustment in fees in the heating months.*
5. Exceptions to fees are at the discretion of the Senior Pastor. Due to the cost of building space and heating costs in the winter months, **contributions** for the use of space are most thankfully received.
6. If the space is provided at a reduced rate or donated, the user is expected to leave the space in as clean a condition as possible, with all paper and garbage properly disposed of, lights turned off and doors secured at the end of the use.
7. Janitorial services for users are \$20.00 per hour—with a one-hour minimum charge. This includes set-up and clean up.
8. Coffee, other refreshments, and containers, etc. must be provided by the user. For ongoing use, arrangements may be made with the parish office for storage space.
9. Needs for space and services must be finally determined no later than two weeks prior to the event. Changes cannot be made after this time.
10. The Senior Pastor/Teacher, along with the Minister of Music, must approve use of WPMBC musical instruments.
11. Church furnishings will remain in their usual Sunday configuration unless previously arranged with the Senior Pastor.

12. Payment for the use of West Point Missionary Baptist Church facilities and services will be made two weeks in advance.
13. Absolutely no food or drinks, bubbles, bird seed, etc., are allowed in the main sanctuary.
14. The facility is a non-smoking facility. There is absolutely no smoking in the building.
15. There is a \$300.00 deposit fee. In the event of a cancellation with less than **48 hours notice** or the renter is a no-show, this deposit will be forfeited. If major clean up needs to be done after the event, a percentage of the deposit will be deducted at the discretion of the Trustees.
16. The users shall be responsible for any security protection needed. In addition, the user shall pay all taxes, fees, or other government charges resulting for the use of the space, with West Point Missionary Baptist Church in no way responsible.
17. The users and guests shall at all times conduct themselves in a manner keeping with the character of a house of worship building, and shall obey all laws, regulations and ordinances affecting the Church property or the use of space.
18. The users and guests of property of West Point Missionary Baptist Church are reminded of the Christian policy that all persons are welcome without regard to age, race, sex, sexual orientation, disability, nationality, religion or creed. Deviations from this policy must have the approval of the Senior Pastor for space use.
19. All events will be slated to end no later than 10:00 p.m., unless given special permission by the Senior Pastor or Trustee.
20. All weddings must have a wedding planner/coordinator and must meet with West Point Missionary Baptist Church wedding coordinator three weeks before the wedding rehearsal and sacred ceremony. All wedding rehearsals must end no later than 9:00 p.m. In the event of the wedding party hosting a rehearsal dinner in the West Point Missionary Baptist Church fellowship hall, the rehearsal must end by 8:30 p.m. and the dinner by 9:30 p.m. Thirty minutes will be allotted for break down and clean up.
21. All community choirs, group rehearsals and concerts will adhere to the cost and time stated. Use of instruments at West Point Missionary Baptist Church will require previous inspection by the Minister of Music of West Point Missionary Baptist Church, along with the person(s) requesting use of the facilities. The faith family of West Point Missionary Baptist Church encourages all choirs and groups to supply their own keyboards, monitors, amplifiers, speakers, etc. Use of the organ and drums of West Point Missionary Baptist Church will require a rental fee of \$150.00 for rehearsals and \$225.00 for the concert. Use of West Point Missionary Baptist Church sound equipment requires the use of West Point Missionary Baptist Church sound engineer—please see sound engineering fee under *FEE SCHEDULE*. Please note that non-usage of West Point Missionary Baptist Church sound equipment does not lessen the fee for space usage. Please refer to #19 regarding time for church usage.

FEE SCHEDULE

Cost associated with renting space at The faith family of WPMBC

A \$200.00 deposit is required to secure date and venue. Full payment is due two weeks prior to event.

Note: **FEES BELOW DOES NOT INCLUDE SOUND ENGINEER, JANITORIAL, or TURNKEY!**

Fellowship Hall

One half day afternoon (5 hours or less)	\$ 650.00
Full day, morning and afternoon (9 hours)	\$1,300.00
Evening (after 6 p.m. for up to 9 hours)	\$1,600.00
Winter surcharge (if applied)	\$ 75.00

Main Sanctuary

Weddings (non-member)

One half day or evening	\$1,000.00 (includes church staff wedding coordinator, altar dressing, turnkey, janitorial, and church facility usage)
Wedding rehearsal (1.5 hours)	\$250.00
Reception (fellowship hall)	See aforementioned
Officiating Minister	\$300.00
Organist/Pianist	\$300 (\$100 non-refundable deposit)

Weddings (members in good standing)

One half day or evening	\$500.00 (includes church staff wedding coordinator, altar dressing and church facility usage)
Wedding rehearsal (1.5 hours)	\$150.00
Reception (fellowship hall)	\$500.00 (janitorial and turnkey included)
Officiating Minister	\$0 (<i>Dr. L. Bernard Jakes does not charge to officiate weddings of members. However, a gift of gratitude is appreciated.</i>)
Organist/Pianist	\$300.00 (\$100 non-refundable deposit)
Sound Engineer	\$250.00
Janitorial/Turnkey	\$20.00/hour

Funeral Services (non-members)

Half day or evening (5 hours or less)	\$750.00
Repast in fellowship hall	See <i>Fellowship Hall</i> above, plus Turnkey
Organist/Pianist	\$225 (funds must be secured before services rendered)
Soloist	\$125.00
Janitor/Turnkey	\$20.00/hour

Concerts

Rehearsals—7 p.m. to 10 p.m. (sanctuary only)	\$ 500.00
Full day—8 a.m. to 10 p.m. (sanctuary and changing rooms only)	\$2,500.00
One half day or evening (sanctuary and changing rooms only)	\$1,250.00

Lower Auditorium (rooms included)

Full day (8 a.m. – 5 p.m.)	\$750.00
Half day or evening (5 hours or less)	\$550
Janitorial/Turnkey	\$20/hour/person
Winter surcharge (if applied)	\$ 75.00
Sound Engineer	available upon request

Maintenance fees

30 chairs and 3 or less tables	\$ 25.00
35-100 chairs and 3 or less tables	\$ 50.00
Over 100 chairs and over 10 tables	\$ 250.00
*Clean-up (dinners, receptions, etc.)	\$ 20.00 per hour
*Turnkey	\$ 20.00 per hour/ per person (as needed)
*Security	\$ 20.00 per hour/ per person (as needed)
*Depending on the size of the affair will determine the number of personnel required for the event.	

Hospitality fees

Please ask for cost associated with coffee set-up, tablecloths, newsprint, and other materials.

Asterisk Notation

A \$200 deposit and confirmed ministerial availability secures your event date. Submission of the deposit with your signed agreement is required. Your \$200 is fully refunded approximately two weeks following your event, provided the event begins within 15 minutes of the scheduled time, and no church property, interior or exterior, has been damaged. If your event starts more than 15 minutes late, you forfeit your deposit and will be assessed \$50 for every 15 minutes of delay thereafter payable prior to your departure.

Fees may be paid by cash, PayPal, money order, cashier's check, and/or credit/debit card (processing fee is required). The faith family of West Point Missionary Baptist Church reserves the right to refuse any artist, group, or outside company.

SPACE RENTAL AGREEMENT
West Point Missionary Baptist Church

I agree to represent the following named group, _____ with which I am affiliated, with respect to all matters concerning use by the members of stated group of the facilities owned by West Point Missionary Baptist Church, 3566-72 S. Cottage Grove Avenue, Chicago, Illinois, 60653

I further guarantee deposit and/or payment to West Point Missionary Baptist Church for use of space according to the following: _____

I have read the Guidelines for Use of Facilities and agree to observe these guidelines. I agree to sign a Waiver and Release of Liability.

West Point Missionary Baptist Church reserves the right to cancel any scheduled activity with 48 hours notice given in order to accommodate any parish activity. West Point Missionary Baptist Church also reserves the right to cancel any scheduled group for non-compliance with established guidelines and/or this agreement.

I further agree to be responsible for any damages incurred to West Point Missionary Baptist Church facilities and furnishings and agree that the church will not be held responsible for property, personal or otherwise, left on the premises.

Signature of group representative

Name of group

Date

Name of group representative

Telephone

Address

WAIVER AND RELEASE OF LIABILITY

In consideration of the permission extended to me and the group I represent by West Point Missionary Baptist Church to use the facilities owned by the Church, under terms as outlined in *Guidelines for Use of Facilities and Space Rental Agreement*, I, members of the represented group, our heirs, executor(s), administrator(s), and/or assigns waive release and forever discharge any and all claims, demands and/or causes of action for damages which we may at any time have against West Point Missionary Baptist Church, its members, Senior Pastor, Deacons, Trustees, agents, employees, successors, and /or assigns as a result of any and all injuries suffered by us during, or as a result of, our use of said facilities, including, but not limited to, personal injuries and property damages.

Further, we shall defend, keep, save and hold harmless and indemnify West Point Missionary Baptist Church from any and all damages and liability for anything and everything whatsoever occurring from or out of the use or occupancy by or under our use, employees, customers, or other persons and from any loss or damage arising from any default or negligence by us, or any failure on our part to comply with any of the agreements, terms and conditions of the agreement, or otherwise.

Signature

Name (print)

Group Name

Address

Telephone

Date