

# STARTING GROUNDS CHURCH

## BUILDING USE AGREEMENT

Purpose of use: \_\_\_\_\_

Date of event: \_\_\_\_\_

Hours needed: \_\_\_\_ x \$50 = \_\_\_\_\_  
Building rental \$50 per hour with 2 hour minimum

Reserved time: \_\_\_\_\_ Event time: \_\_\_\_\_

Rehearsal date: \_\_\_\_\_ Time: \_\_\_\_\_

# of People attending event: \_\_\_\_\_

Coffee Bar open Yes No Hours needed: \_\_\_\_\_

Cost for 1 barista for 2 hours \$50 (up to 25 people)

Cost for 2 baristas for 2 hours \$100 (up to 150 people)

Beverage cost: \$1 per person

Barista scheduled for event: \_\_\_\_\_ (name)

\_\_\_\_\_ (name)

Additional needs/requests: \_\_\_\_\_

\_\_\_\_\_

Rooms/Set-up: \_\_\_\_\_

\_\_\_\_\_

\$100 damage deposit is needed to reserve space for small events/showers.

\$250 damage deposit for weddings, receptions, etc.

Damage deposit will be returned upon inspection of building minus any damage to property or furnishings.

Responsible Person reserving space:

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

Address: \_\_\_\_\_

\_\_\_\_\_

Phone #: \_\_\_\_\_

- No movement of furniture without prior authorization and additional charges may apply.
- Only people trained and authorized by Starting Grounds are authorized to operate sound equipment, stage lighting and espresso machine.
- Please leave building in same condition as when you arrived.
- Activity sponsors agree to hold harmless the church, its board, staff and members should any injury, theft or loss occur.
- Responsible party agrees to reimburse Starting Grounds Church for any damage incurred to building or furnishings during event as determined by Starting Grounds staff.
- No smoking, drugs or alcohol allowed on church property.

Total costs for event (by item or package):

|            |    |       |
|------------|----|-------|
| Building   | \$ | _____ |
| Barista(s) | \$ | _____ |
| Beverages  | \$ | _____ |
| Janitorial | \$ | _____ |
| Host/Staff | \$ | _____ |
| Sound Tech | \$ | _____ |
| Other      | \$ | _____ |
| Total      | \$ | _____ |

|                         |       |
|-------------------------|-------|
| Wedding Package A:      | \$400 |
| Wedding Package B or C: | \$650 |
| Wedding Package D:      | \$800 |

+ separate damage deposit check      \$100 or \$250      Date received: \_\_\_\_\_

Total payment needs to be received one week prior to event.

By signing, we agree to the above.

\_\_\_\_\_  
Pastor

\_\_\_\_\_  
Responsible Party