



7524 14th Avenue Brooklyn, NY 11228 | 718.232.4347

Lefferts Park Baptist Church

Church Facilities Rental Agreement

The Facilities of Lefferts Park Baptist Church (LPBC) are primarily for worship, Christian education, fellowship, and service to the community. Groups or individuals may rent the facilities for special events, such as wedding, funerals, Christian parties, etc. Such arrangements should be made through the church office to avoid scheduling conflicts. The following guidelines apply:

1. CONDUCT

No profanity, lewd conversations, or fighting of any kind is allowed. Users of church facilities will recognize the fact that the church is the House of God and will conduct themselves at all times in a manner befitting the atmosphere of this place of worship.

2. ALCOHOL, DRUGS AND SMOKING

The use of alcoholic beverages, illegal drugs and tobacco products is prohibited in and on the premises of LPBC.

3. MUSIC

No DJ and or loud party music is allowed on church property. The renter is allowed to bring a small portable CD player. Worshipful music is allowed. Should secular music be used, it must be approved by the church pastor.

4. FOOD AND BEVERAGES

No food or beverages are allowed in the church sanctuary. No food or beverages are allowed in the sitting area. Cleaning or replacement costs due to food or beverage will be the responsibility of the renter.

5. USE AND CARE OF THE FACILITIES

The following regulations regarding the use and care of the facilities shall be strictly adhered to:

- No rice, confetti, or other matter shall be thrown inside or outside the premises.
- No nails, screws, or sticky materials which might lift the paint, may be used in the walls. Only blue painter's tape is allowed.
- No candles or open flames of any kind are allowed unless approved by the church pastor.
- Uses of church equipment (Chairs, Tables, Piano, Sound Equipment, Stove, Oven, Coffee Pots, ect.) is not allowed unless approved by the church pastor.
- No church furnishings or equipment are to be moved from one location to another on or off church property without approval of the church pastor.
- Thoroughly wash and put away any trays, plates, utensils, or other things you use from the kitchen. The kitchen needs to be left neat and clean.
- Throw away and remove the garbage (garbage bags should be brought outside and placed inside the gate where garbage cans are on 76th Street)
- Put all tables and chairs back in their place. Lift the tables to move them, DO NOT drag them across the floor.
- Tables need to be wiped down and the floors swept and mopped (main hall, kitchen and



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bathrooms).

- The renter will be responsible for restoring the facilities to the same condition it was prior to the event.

6. FEE

- Church Member - \$150 + Deposit of \$150 = \$300
(deposit is refundable if ALL of the terms and conditions are met)
- Non Church Member - \$350.00 + + Deposit of \$150 = \$500
(deposit is refundable if ALL of the terms and conditions are met)

7. VIOLATIONS OF THE POLICY

Any person or group who violates the provisions of this Policy shall be required to vacate the premises immediately and to reimburse the Church for any and all expenses incurred as a result of the violation. **It is the renter's responsibility to make sure all guests are following this policy.**

8. LIABILITY

Users of church facilities assume all liability. Neither the church, its members, nor its officers may be held liable for any injury, illness, or other damages occurring at non-church activities held on its premises. In addition, any damage caused by users of church facilities must be repaired to the satisfaction of the Pastor and the church board of trustees.

The Church buildings and grounds have been dedicated to the service of Jesus Christ. Conduct of guests during the use of church facilities is expected to be consistent with the Biblical concept of Christian stewardship. A signed statement attesting to adhere to the above mentioned guidelines will be required as a condition for permission to use LPBC facilities.

I/We _____, agree to abide by the terms and conditions of this agreement including any supplementary agreement[s] attached hereto; to keep and maintain the church property and good name in the condition as found, to maintain the security of the premises and all equipment, furniture, fixtures and valuables, allowing no unauthorized person[s] to enter or use church property and to remove any property brought into the church when rental period is over.

Any infraction of this agreement may result in loss of security deposit, denial of further use of the church premises and/or cancellation of this contract.

Renter (Printed Name)

Signature

Date (mm/dd/yy)



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Renter's Information			
Name:			
Date of birth:	Phone:	Email:	
Current address:			
City:	State:	ZIP Code:	
Event Information			
Type/Description of Event:			
Starting Date:	End Date:	Estimated Attendance:	
Time From:	To:		
Emergency Contact			
Name:			
Address:			
City:	State:	ZIP Code:	Phone:
Relationship:			

I agree to abide by the terms and conditions of this agreement including any supplementary agreement[s] attached hereto.

Signature of applicant:

Date:

OFFICE USE	
Approved by:	
Signature :	Date: