



*Overseer Joshua Goodin
Pastor*

*Darryl Byrd
Co-Servant Leader
Deacon Ministry*

*Sarah Hightower
Servant Leader
Deaconess Ministry*

*Ira Barnes, Jr
Servant Leader
Finance Ministry*

Rental Contract of St. Paul Property:

Non-Members

(Church Officials Only)

Clergy	\$200.00
Organist	N/A (Organist determines own fee)
Church (mandatory:)	\$400.00

1) Price Includes:

a) Sanctuary	\$250.00
b) Custodian	\$50.00
c) Video Audio Social Tech (VAST)	\$50.00
d) **Non-Refundable Deposit	\$50.00

(To secure the date)

Additional Fees

Kitchen	\$100.00
Family Life Center & Fellowship Hall (4hrs)	\$200.00
Each Additional Hour	\$50.00
Visual Presentations	\$50.00

***For Use of Monitor presentations:

- Must be received at least 3 days prior to event:
 - Email or share files via Google or Microsoft with admin@spcbc.net
 - Flash drive as a Microsoft Office PowerPoint document.

****The St. Paul Chapel Baptist Church will not be responsible for presentations that will not play****



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FACILITY RENTAL POLICY & TERMS

Client: _____

The following is an outline of our terms and rental policies. Please read carefully before signing. We thank you for considering our facility and we do pray that we serve you appropriately and responsibly.

- **FULL PAYMENT OF \$ _____ IS REQUIRED TWO WEEKS BEFORE THE EVENT (This is if event contract is for Ceremonial Vows Only).**
- **IN THE EVENT OF A RETURNED CHECK- A \$35.00 FEE WILL BE ASSESSED (IN ADDITION TO YOUR BANK CHARGES). ALL SUBSEQUENT PAYMENTS MUST BE MADE IN CASH, CERTIFIED CASHIER'S CHECK OR MONEY ORDER.**
- **WE REQUIRE AT LEAST 48 HOURS NOTICE FOR ANY CHANGES TO THE NUMBER OF GUESTS THAT YOU ARE EXPECTING. THIS WILL ENSURE THAT WE PREPARE AND SET-UP TO MEET YOUR NEEDS APPROPRIATELY.**
- **SHOULD THIS AGREEMENT BE CANCELLED PRIOR OR DURING YOUR SCHEDULED DATE(S), 15% OF THE FULL PAYMENT WILL BE RETAINED BY ST. PAUL CHAPEL BAPTIST CHURCH.**
- **ALL MUSIC (IF ANY) MUST BE APPROVED BY THE PASTOR.**
- **SMOKING AND ALCOHOLIC BEVERAGES ARE PROHIBITED.**
- **NAILS, TACKS AND TAPE ARE NOT PERMITTED ON THE WALLS. TAPE IS ALLOWED ON CHAIRS AND PEWS.**
- **TABLES MUST BE COVERED DURING EVENTS. YOU MUST PROVIDE YOUR OWN TABLES/CHAIR COVERINGS.**
- **AFTER EVENT(S). ALL TABLES MUST BE COMPLETELY CLEARED AND ALL TRASH MUST BE PLACED IN THE PROPER RECEPTABLES.**
- **AUDIO AND OR VISUAL SET-UP AND EQUIPMENT ARE NOT INCLUDED IN THE FEE FOR THIS RENTAL.**

SIGNATURES:

APPLICANT _____ **DATE** _____

CHURCH REPRESENTATIVE _____ **DATE** _____

Your signature represents your agreement to the rental terms of this contract and that you fully understand the content and further, the intention of both parties to uphold individual obligations thereof.



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Rental Contract of St. Paul Property:

Applicant Name _____

Organization Name: _____

Directors Name: _____

Daytime Telephone Number: _____

Evening Telephone Number: _____

Address _____

City/State/Zip Code _____

Email Address: _____

What facility(ies) will be in use _____

For what purpose is the facility being used? _____

Hours facility will be in use Start: _____ **End:** _____

Day(s) the facility will be in use: _____

Rental Price: _____

Applicant Signature: _____

Date: _____

Church Representative: _____

Date: _____