



W. K. Family Life Center
 1037 Eastman Street Columbia, SC 29203 (803) 735-0410
 wkfamilykennedyfamilylifecenter@gmail.com

FACILITY USAGE AGREEMENT

NON-MEMBER **MEMBER** **MINISTRY**

CONTACT INFORMATION:

Contact Person:	Contact Telephone:
Address:	Email:

EVENT INFORMATION:

Name of Activity:	Date of Activity:
Start / End Time of Activity:	Additional Time needed for Set Up / Break Down:
Estimated Number of Attendees:	Is this event a fundraiser?
Room Requested: <input type="checkbox"/> Gym <input type="checkbox"/> Large Conference Room	Alternative Room Choice: <input type="checkbox"/> Gym <input type="checkbox"/> Large Conference Room

ROOM SET UP: Please reference the 'Optional Floor Plans' enclosed for Examples including Capacity. Space will be setup based on 'Estimated Numbers of Attendees'

<input type="checkbox"/> (A) "As Is"	<input type="checkbox"/> (C) Round Tables (6 or 8 people)
<input type="checkbox"/> (B) Theater Style (Chairs Only)	<input type="checkbox"/> (D) Special Set Up (Please provide Diagram)

FEES: In addition to the rental fees, a \$75.00 clean-up fee is required prior to the planned event. This fee is refundable; however it will be forfeited if additional cleanup is needed after the event has taken place.

Event space is not secured until a signed usage agreement and the non-refundable deposit has been received. Please initial here _____)	Required Deposit and Clean-up Fee: <input type="checkbox"/> \$100.00 <input type="checkbox"/> \$75.00
Room Rental: (Gym, Large Conf Room) Amount _____	Extended Hours: Amount _____
Use of Kitchen: If Kitchen is rented, a WKFLC Culinary Staff member will be present during the planned event. Please reference Vendor Referral Listing on Pg. 3 <input type="checkbox"/> Yes <input type="checkbox"/> No Amount _____ Please initial here _____)	

A/V EQUIPMENT and STAGE:

Sound System <input type="checkbox"/> Podium <input type="checkbox"/> Microphone(s)	Set Up Stage: <input type="checkbox"/> Yes <input type="checkbox"/> No
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VI. ADDITIONAL RENTAL EQUIPMENT: This section will be used to denote other rental equipment that is being requested for the indicated event; associated fees will also be captured here.

Linen: <input type="checkbox"/> Chairs <input type="checkbox"/> Tables	Curtains: <input type="checkbox"/> Full Set <input type="checkbox"/> Short Side <input type="checkbox"/> Long Side
Video: <input type="checkbox"/> Projector and Screen	
Chafing Sets: <input type="checkbox"/>	
Amount _____	(Please initial here _____)

VII. RESERVATION / CANCELLATION POLICY:

Deposit: A deposit of \$ _____ and a signed Facility Usage Agreement are required to rent the Wiley Kennedy Family Life Center or any other facility on the BBC campus. This fee will serve as a security deposit against damages or loss to equipment and facilities and must be received by the requested date noted on the Facility Use Agreement. The deposit will be deducted from the final fee. All deposits are non-refundable (Please initial here _____)

If cancellation occurs for reasons beyond control of any entity of the Wiley Kennedy Family Life Center (i.e., inclement weather or all manners of natural hazards) refund or re-scheduling will be negotiated. All fees paid are transferable and may be applied to any other available rental up to one year after the cancellation date.

The (contact person / group) indemnifies and holds harmless all entities of the Bethlehem Baptist Church for any bodily injury, personal injury or property damage during the event and further WAIVES AND RELEASES any and all legal rights that may accrue to our (contact person / group) as a result of personal injury, property damage or other damage which may be suffered while attending a program scheduled to take place on the campus of Bethlehem Baptist Church.

All entities of the Bethlehem Baptist Church (College Place) are smoke-free and alcohol free.

Signature of Representative for Contact Person / Group:

_____ **Date:** _____

Signature of Representative for Wiley Kennedy Family Life Center:

_____ **Date:** _____

OPTIONAL FLOOR PLANS

Below you will find a variety of floor plans that can be used as a guide when planning for your event. During your initial appointment you will be requested to provide a floor plan that can be used to assist the WKFLC staff with ensuring your requested setup has been documented.

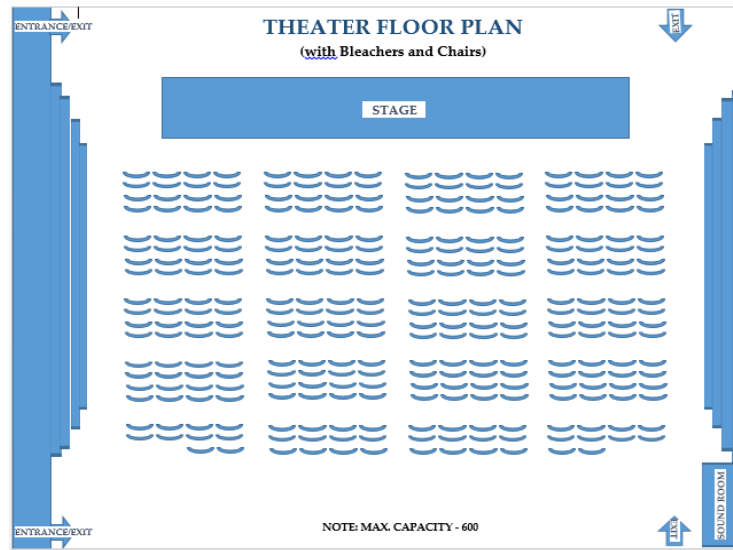


Figure 1.1

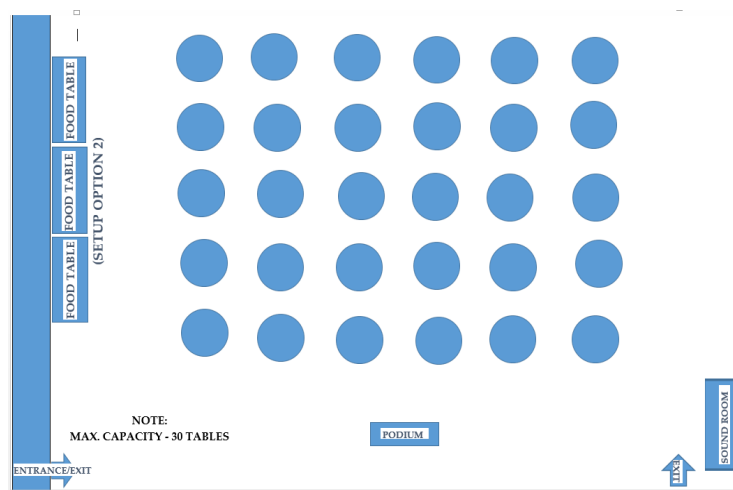


Figure 1.2

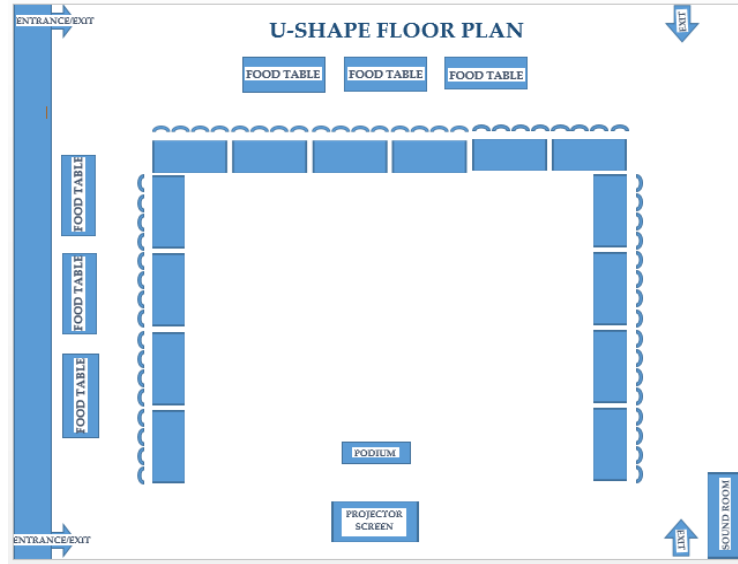


Figure 1.3

VENDOR REFERRAL LISTING

The following vendors can be contacted to support your event:

- Carolyn Pitts (803) 381-2330
- Lynn Rhodes (803) 363.7749
- Larry Thomas (803) 708.6341