



# Lease Agreement

First Baptist Church and/or the Joseph E. Penn Family Life Center

Today's Date

Name

Address

Home Phone

Business Phone

Email

Alternate Contact Name

Phone

Email

Indicate which facility will be leased: (one or both)

Family Life Center

Sanctuary

Date of Event

Time

Type of Event

Wedding Coordinator (if applicable)

Phone

Photographer

Phone

Florist

Phone

Rehearsal Date (if applicable)

Rehearsal Dinner

yes

no

Event Set up time (day before or day of event)

Use of Classroom I and II (for wedding only)

yes

no

Use of the Elevator

yes

no

### FOR OFFICIAL USE ONLY

Clean-up Fee Collected:

Date:



## Signatures

First Baptist Church may have event(s) out of its control (funerals, repasts, etc.), if this happens First Baptist Church has priority when unforeseen events occur and may cancel your event. We will make every effort to ensure that your event will take place.

Make check payable to *First Baptist Church*. Full payment must be made before the event. The Clean-up Fee must be paid at the time of reservation. **Final payment is due two-weeks before the event.** Lack of full payment can cancel your event at First Baptist Church facilities. There will be a fee, of \$50.00, for any returned check from the bank.

\_\_\_\_\_  
Client's Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
First Baptist Church

\_\_\_\_\_  
Date

The Church recommends that you purchase rental insurance, from your insurance company, to cover any possible damages to First Baptist Church facilities or if someone is injured. You are responsible for all property, equipment and other damages to the Church. First Baptist Church is not responsible for any accidents or personal injury that occurs during your event.

***Thank you for using First Baptist Church facilities.***