

The Harvest House Ministries Facility Use Agreement

Date of Request: _____

Name of Group: _____

Contact Person: _____

Type of Event: _____

Date of Event: _____

Time: _____

Fee Schedule:

	For Church Members	For Non-Church Members
Sanctuary	\$150.00	\$300.00
Fellowship Hall/Kitchen Area	\$100.00	\$200.00
Sound Technician	\$50.00	\$100.00
Spare Office		\$75.00

A minimum fee of \$75.00 for the services of the custodian shall be paid by all (church members and nonmembers) since the work done will be extra. Additional charges may be required for special events such as weddings, banquets, etc.

A refundable \$100.00 deposit is required for non-church members and \$50.00 deposit for church members upon signing of this agreement; and will, therefore, be refunded provided that the facility is left clean and there are no damages. In the event of cancellation, no refund will be given.

50% of the balance owed must be received within 7 days after the signing of the contract. The remainder of the balance owed must be paid two weeks prior to the event. In the event of cancellation, a seven-day notice must be given for a full refund; if notice is given after said period, 50% of the monies paid will be refunded.

Areas needed:

_____ Sanctuary

_____ Fellowship Hall

_____ Kitchen

_____ Spare Office

Other: _____

(Note: If the event is a wedding, please complete the Wedding Request form and review the wedding policy.)

If you are in agreement with these terms, please sign and return with your deposit within seven days to:

The Harvest House Ministries
P.O. Box 1437, Roebuck, SC 29376

Signed: _____

Date: _____