



Request for Facility Rental and Usage

If you are a member or regular attendee at LifeSpring Church... You do not have to pay rental for the use of our facility!

However.... Someone will need to call us to arrange to open and close the building. After using the facility you will need to leave the building at least as clean and organized **"as you found it"**. You will need to take out your own trash. And of course, there is no smoking in the building and no alcohol in the building or on the premises.

The stage curtains are a very expensive item. PLEASE DO NOT pin, stick or staple anything to them. DO NOT get water or any liquid on them. If the curtains are used for an event, permission should be obtained and only adults should open and close them.

If you are not a member or attendee of the church there are the following fees and requirements in conjunction with the use of the church building:

- \$25 for the first hour and \$10 each additional hour for the sanctuary or the room rented.
- The kitchen is an extra \$10 per hour.
- The custodial fee is \$7 per hour.
- Someone will need to call us to arrange to open and close the building. The people renting will need to leave the building **"as they found it"**. They will need to take out their own trash. There is no smoking in the building and no alcohol in the building or on the premises.

If you would like to rent the facility, please tell us the following:

Your name: _____

Address and phone number: _____

The date(s) and times you would like to reserve/rent the facility: _____

What rooms would you like to use? _____

For what purpose? _____

How many hours? _____

Do you understand the rental fees and the requirements for using the facility? _____

After completing this form, please return it to the church office. Someone will contact you in answer to your request. If your request can be granted, we will tell you the total cost for renting the facility. Your payment must be given to us before using the building.

**Thank you,
The Local Board of Administration
LifeSpring Community Church.**

Please return your completed request form to the church office at 1638 Lester Rd., Valley City, OH., mail it to LifeSpring Community Church, P.O. Box 562, Valley City, Oh 44280, OR you can make your request via e-mail at lifespringadm@zoominternet.net