

WILLIAM H. SCOTT MEMORIAL CIVIC CENTER
CHURCH FUNCTION RENTAL GUIDELINES

1. \$125.00 church function rentals can only be booked Sunday thru Thursday and are required to pay the rental fee along with the \$200 reservation/damage deposit. This rate is for use of the Auditorium only and time is limited to **4 hours, NO EXCEPTIONS. This discount rental excludes the use of the kitchen, meeting room, concession, piano, & sound system.** These may be used at an additional non profit rate charge.
2. Church functions that are booked on a Friday or Saturday will be charged a non-profit rate depending on the areas that are booked. These functions have a time limit of 10 hours from the time the doors open until the time the doors close. **NO EXCEPTIONS!!** If you exceed your 10 hour time limit, fees will be deducted from your deposit.
3. If a charge is required at the door for any church function the discounted rate will be null and void and a **promotional rate must be paid before any one enters the building.** If the required monies are not paid before the function the building manager has the right to lock the door and no one will be allowed to enter until these funds are paid.
4. All set-ups and clean-ups are now your full responsibility unless you choose to pay the additional setup/cleanup charge of \$150.00 then we the lessor will take care of those services but you are still responsible for removing any decorations or trash that is able to be picked up by hand. Once a setup is put down by us it is your responsibility to make any changes necessary that you would like **not the LESSORS.**
5. All church functions must be paid with a church check only **NO EXCEPTIONS!**

I, SAID LESSEE, HAVE READ AND FULLY UNDERSTAND THE 5 RULES ABOVE AND AGREE TO ABIDE BY ALL STATED HEREIN. ANY BREAK IN THESE RULES WILL RESULT IN FORFEITURE OF THE RESERVATION/DAMAGE DEPOSIT AND YOUR FUNCTION MAY BE SHUT DOWN AT THE DECISION OF THE BUILDING MANAGER.

LESSEE PRINT NAME: _____

LESSEE SIGNATURE NAME: _____

OFFICE OFFICIAL PRINT NAME: _____

OFFICE OFFICIAL SIGN NAME: _____