

FACILITY RENTAL FORM

Payment for facility use is to be given to
the Office Manager upon booking.
Checks are to be payable to: **Unity Center for Spiritual Growth**

Unity Center for Spiritual Growth

6025 Ada Dr SE, Ada, MI 49301

Phone: (616) 682-7812

Email: Zahrt.aj@unitycsg.org

Name of Person/Group Booking Event: _____ (Renter)

Name of Contact Person (if different from above): _____ **Phone:** _____

Type of Function: _____ **Email:** _____

Date Required: _____ S u M T u W T h F S a

Time(s) Required: (Set-up and clean-up times must be included)

From _____ AM To _____ AM **Event Start Time:** _____
PM PM

Rehearsal time required? No__ Yes__ Date and time: _____

Rooms Reserved: __Sanctuary __Fellowship Hall __Kitchen __Board
__Large Classroom __Small Classroom __Nursery

**** Funeral fees are love-offering. Arrangements must be made directly with the business manager.**

Facilities Coordinator: If renter requires the use of the facilities during non-working hours, the use of a facilities coordinator is required to open and close the facilities. Cost is listed below.

Profit (or) Non-member

Upper Level:

Sanctuary (seats 150) \$325.00
Nursery \$ 75.00

**Non-Profit (or)
Member**

\$ 165.00
\$ 40.00

Lower Level:

Fellowship Room \$225.00
(seats 60)
Kitchen \$100.00

\$ 120.00
\$ 50.00

Classrooms:

Conference Room \$ 50.00
Large Room \$ 75.00
Medium Room \$ 25.00
Small Room \$ 25.00

\$ 25.00
\$ 40.00
\$ 15.00
\$ 15.00

Standard Fees:

Sound System
Technician \$ 150.00 \$ 100.00
Facility Cleaning \$ 150.00* (refundable) \$ 100.00 * (refundable)
Facility Coordinator \$ 150.00* > 4 hours \$ 60.00 * > 4 hours
Facility Coordinator \$50.00* < 4 hours \$ 30.00 * < 4 hours

* Classes and Workshops rental fees are decided by the Business Manager. Zahrt.Aj@unitycsg.org

**UNITY CENTER FOR SPIRITUAL GROWTH
RENTAL POLICIES AND RATES**

1. This Center is a smoke-free campus.
 2. Confetti or rice is not to be used within the Center facility or on the Center property. Bird seed may be used outdoors only.
 3. Additional charges apply if Renter requires a staff member to:
 - a) open/close the building - \$____.00
 - b) set up tables, chairs, etc. \$40.00
 - c) clean up: **A cleanup fee will be collected in advance and refunded upon cleanup satisfactory to the Center.**
 4. 50% of payment is due upon signing rental agreement (non-refundable). The remaining balance is due no later than 3 days prior to event.
 5. Renter will conclude functions to permit the closing of the facility by 10pm.
 6. Any damage to equipment or facilities, other than from normal use, shall be the responsibility of the Renter.
 7. All fees for rental of facilities and equipment are payable to **Unity Center for Spiritual Growth** and delivered to the Center Office Manager upon booking.
 8. **All bookings and arrangements must be made through the Center office at least two weeks prior to the event.**
 9. Bookings and arrangements in unusual circumstances may be directed to the Center Minister for approval.
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RENTAL AGREEMENT

Signatures on this form indicate the agreement of the Renter to the terms and conditions, and the approval of the rental application by Unity Center for Spiritual Growth.

Full Amount owed center \$ _____

Deposit amount paid: \$ _____ Date: _____

Renter's Name: _____ Signature: _____ Date: _____
(Please print)

Approved By: _____ Signature: _____ Date: _____

For Office Use Only:

Copies to be sent to:

- Administration
- Kitchen Committee
- Audio/Visual Technician
- Events Team

Confirmation sent: _____

Payments Received:

Amount: \$ _____ Date: _____

Amount: \$ _____ Date: _____

Refunds to Renter \$ _____ Date: _____