

International Bible Church

12955 Stafford Rd
Stafford Texas 77477
(281) 568-5007

APPLICATION FOR HALL RENTAL

IMPORTANT : Please complete all information and return ASAP. Hall Rental will be null and void if this form is not completed, returned with advance and approved.

Name of Organization or Individual _____

Address _____

Home Phone # _____ Cell Phone # _____

Fax # _____ e-mail _____

Intended Use _____ Approximate Attendance _____

Function Date and Time :

The date and time of the use of the facility shall be

Date _____ Requested Hours _____ to _____

Date _____ Requested Hours _____ to _____

Date _____ Requested Hours _____ to _____

Date _____ Requested Hours _____ to _____

Facilities Requested :

Sanctuary _____ (please be sure that party using sanctuary has read the rental policy)

Hall _____ (please be sure that party using hall has read the rental policy)

of tables (round) _____ # of chairs per table _____

Kitchen _____ (please be sure that party using kitchen has read the rental policy)

P.A. System _____ Podium _____ Projector _____

Note: The applicant by signing below acknowledge that they have carefully read and understand and are in agreement with all of the provisions contained in this agreement.

Applicant Signature

Date

THE FOLLOWING SHOULD BE COMPLETED BY RENTAL CHAIRMAN :

Application received: _____

Total Rental Amount : _____

Amount received for Advance : _____

Amount received for Rental : _____

Balance Amount Due : _____

Rental Chairman Signature

Date

RENTAL POLICY

1) Application :

Hall rental applications may be obtained from our website or by calling, P.C Cherian : (832) 293-9682 or P.M Thomas : (281) 682-4727. All hall rental require an application. No rental shall be considered until a completed and executed application accompanied with a \$200 rental deposit is submitted to the IBC rental committee.

2) Hours and Length of Use :

The length of use of the facility by the user will be for six consecutive hours, including 1 hour for setup, and 5 hours for program. The user agrees to not exceed this limit without prior written permission and acknowledges that the user will be charged hourly based for the exceed hours. The user will be charged One hundred and fifty dollars (\$150) per hour for each hour of use in excess of 6 hours.

3) Capacity :

The maximum capacity of the Sanctuary shall be seven hundred and fifty (750) people and the maximum capacity of the Hall shall be four hundred and fifty (450).

4) Alcoholic Beverage :

All alcoholic beverages are strictly prohibited in Sanctuary in Hall and in Church complex. Any violation of this item may forfeit for fine and particular party may be asked to leave the facility.

5) Decorations / Custodial services

Decorations shall be limited to tables only. No wall or ceiling decorations shall be allowed. Decorations shall be reviewed with IBC rental committee for proper consideration.

No cooking or grilling will be allowed on the property. Only the preparation of cold food and warm up of precooked hot foods will be allowed.

This facility is a **NO SMOKING** facility and will be enforced.

Any damages that occur to the facility that are a direct result of your rental party, the applicant will be responsible for all costs to repair the Hall to its original condition.

6) Cancellation Policy :

A written cancellation request must be received by the IBC rental committee at least two week prior to rental date. A \$200 cancellation fee will be charged.

7) Amendments :

This Hall rental agreement may be amended by the IBC rental committee to fit the particular needs of the rental party. This would require the approval of the Board of Directors.