

## Church Facility Rental Request Form

### 1. CHURCH INFORMATION

Church Name: \_\_\_\_\_

Pastor/Leader Name: \_\_\_\_\_

Primary Contact Person: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

501(c)(3) Status:  Yes  No

Estimated Weekly Attendance: \_\_\_\_\_

### 2. TYPE OF WEEKLY USE (Check One)

Sunday Service Only

Sunday Service + Midweek Bible Study

Requested Start Date(s): \_\_\_\_\_

### 3. SPACE REQUESTED (Check One)

Sanctuary – Capacity 450

Weekly Ministry Rates:

• Sunday Only (3-hours): \$375/week

• Sunday + Midweek: (3-hours) \$500/week

Fellowship Hall – Capacity 150

Weekly Ministry Rates:

• Sunday Only: (3-hours) \$250/ week

• Sunday + Midweek: (3-hours) \$375/week

### 4. WEEKLY SCHEDULE

Sunday Service

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

**Midweek Service (If Applicable)**

Day: \_\_\_\_\_

Start Time: \_\_\_\_\_

End Time: \_\_\_\_\_

*Time must include setup and breakdown.*

Total Estimated Weekly Hours: \_\_\_\_\_

**5. WHAT IS INCLUDED**

Basic Sound System Access

Microphones

Media/Projection (if available)

Additional Services (Fees May Apply):

Sound Technician

Security

Extended Setup Time

Storage (Subject to Approval)

**6. SHARED CAMPUS AGREEMENT**

Word And Praise Family Church, Inc. operates as a shared ministry campus. This agreement grants scheduled use of designated space only during approved times listed above. The renting church understands:

- Other churches and ministries will use the same space at different times
- No exclusive rights are granted
- All décor, signage, and materials must be removed immediately after each use unless written storage approval is granted
- The space must be returned to neutral condition

WPFC reserves the right to manage scheduling to ensure peaceful shared use among all ministries.

Applicant Initials: \_\_\_\_\_

**7. PAYMENT TERMS**

- \$250–\$500 Security Deposit Required
- First week/month payment due prior to start date
- Payments Due:  Weekly  Monthly (As Approved by WPFC)
- Payments more than 5 days late incur \$50 late fee
- Overtime billed at \$100 per hour

**8. INSURANCE REQUIREMENT (Required for All Weekly Churches)**

Proof of \$1,000,000 General Liability Insurance required.

Certificate must list: Word And Praise Family Church, Inc. - 1135 6th Street, Daytona Beach, FL 32117

as Additional Insured. Insurance must be submitted before final approval.

Applicant Initials: \_\_\_\_\_

**9. FACILITY RULES**

- No alcohol permitted
- Smoke-free and vape-free campus
- No illegal drugs
- Activities must remain respectful and family-friendly
- No permanent signage without written approval
- No subleasing of space

Failure to follow guidelines may result in termination of agreement.

Applicant Initials: \_\_\_\_\_

**10. SIGNATURES**

Pastor/Authorized Representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

WPFC Representative

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

- 
- Email completed form to: [info@wpfcinc.org](mailto:info@wpfcinc.org) or bring to 1135 6<sup>th</sup> Street, Daytona Beach, FL 32117.
  - Phone: (386) 257-2559 or (386) 259-2655 Word & Praise Family Church, Inc.