



# Lyndhurst Community of Faith Church

## Facilities Use Agreement

- ☐ Bloomfield Hall (\$75 per/hour) ☐ Sun Room (\$35 per/hour)
- ☐ Fellowship Room (\$65 per/hour) ☐ Sanctuary (\$125 per hour)
- ☐ Foyer (\$65 per/hour)

fee is per hour. Minimum fee is 1 (one) hour with incremental use.

Date of Event: \_\_\_\_\_ Description of Event: \_\_\_\_\_

Name of Responsible Person: \_\_\_\_\_ Phone: \_\_\_\_\_

Street Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_

Zip: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Caterer Name: \_\_\_\_\_ Caterer Email Address: \_\_\_\_\_

start time(including set-up) \_\_\_\_\_ end time (including clean-up) \_\_\_\_\_

to be completed by the church office:

Total Hours Needed: \_\_\_\_\_ x \$ \_\_\_\_\_ = \_\_\_\_\_

open/close fee \_\_\_\_\_ 100

table and chair set up (if requested \$50 per/hour) \_\_\_\_\_

other fees or requests \_\_\_\_\_

Total Amount Due: \$ \_\_\_\_\_

	amount	date	check	receipt
1/2 event deposit				
balance				
security deposit				
security deposit returned				

Driver's License Number: \_\_\_\_\_ Photocopy of D. L. attached

5312 Mayfield Rd., Lyndhurst, OH 44124

Phone 440-442-2331 e-mail [info@lyndhurstfaith.org](mailto:info@lyndhurstfaith.org)

please make checks payable to Lyndhurst Community of Faith Church

## General Policies

- Facilities useage is scheduled through the Office Administrator and are generally available for use on weekdays, evenings, and Saturday/Sunday from 8:00 a.m. - 11:00 p.m.
- A security deposit of \$150 and 1/2 of rental fee is required to secure a reservation. The security deposit will be returned following the event, after all fees have been paid, including damage/repair.
- Facility rental balance is due one week prior to your event.
- Guests typically complete their own room set-up prior to their event, and will return the room to its original condition (including cleaning, arrangement of tables and chairs and trash removal) at the conclusion of their event. Guests may arrange for an Church custodian or cleaning service representative to complete these tasks for a fee of \$50/hour.
- Events held outside of normal church office hours (9:00 a.m. to 3:00 p.m.) will require a host open/close fee of \$100 (up to 3 hours). The host will unlock the facility at the beginning of the event, operate the handicap lift (if required), assist with clean-up, and lock up the facility at the conclusion of the event.
- Lift operation will be required for handicap access to rest room facilities from the Foyer and the Fellowship Room. The only wheelchair-accessible rest room is in the front of the church entrance on the east side of the building.

Signature of Responsible Person \_\_\_\_\_

Date \_\_\_\_\_

Signature of Church Representative \_\_\_\_\_

Date \_\_\_\_\_

Location	Base Rate	Optional Use Fees	table or chair set up	Occupancy w/ COVID	Handicap Accessibility
Bloomfield Hall	\$75 / hr. +  \$100 for host open/close fee	warming prepared food in convection oven \$30/hr.	\$50/hr	45 restricted  136 chairs at tables Standing only, 500 Chairs only 300	yes
Sanctuary	\$125/ hr. +  \$100 for host open/close fee	none		83 restricted  275 in pews, 20 in chairs	yes
Fellowship Room	\$65/hr.+  \$100 for host open/close fee	none	\$50/hr.	40 restricted  130 chairs at tables	yes
Foyer	\$50/hr.+  \$100 for host open/close fee	none	\$50/hr.	15 restricted  50 chairs at tables	yes
Sun Room	\$35/hr. +  \$100 for host open/close fee			11 chairs at tables	yes