

# *Royal Lane Baptist Church*

## **FAMILY HALL USAGE AGREEMENT**

**Usage Date/Time:** \_\_\_\_\_

**Name of User:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Contact Person:** \_\_\_\_\_

**Phone:** \_\_\_\_\_

**E-mail:** \_\_\_\_\_

**Emergency Contact Information:** \_\_\_\_\_

**Payable to Royal Lane Baptist Church at time of booking facility rental:**

**User Fee:**     \$500     **Damage Deposit:**     \$300    

### **Description of Rented Facilities**

**Rental of Royal Lane Baptist Church's Family Hall for wedding reception or rehearsal dinner.** This Facilities Usage Agreement is made and entered into as of the date set forth above by and between **Royal Lane Baptist Church**, a Texas non-profit corporation (the "Church"), and User.

The Church is willing to rent the Rented Facilities to User subject to the terms and conditions set forth in this Facilities Usage Agreement. In consideration of the mutual covenants set forth in this Agreement and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the Church and User agree as follows:

### **Rental of Facilities**

The Church agrees to permit User to use the Rental Facilities on the dates and times set forth above during the Rental Term, subject to the terms and conditions set forth in this Agreement.

- Maximum capacity not to exceed 88 people seated at 10 tables or 150 people with seating only around the perimeter and only food tables in use. The appointed RLBC Wedding Director will manage numbers and move overflow crowd, at the discretion of the RLBC Wedding Director, to the Arcade. Forfeiture of the Security Deposit may occur if the overflow requires additional clean-up in areas other than Family Hall or in Family Hall because of excessive, overflow crowd use.
- The kitchen may be used for food staging only (use of countertops only). Use of cooking units, refrigeration or utensils is not allowed.

- The Bulletin board in the hallway outside of Family Hall may be covered in a nonpermanent way, and a gift table may be set up in front of the bulletin board.
- No alcohol or smoking is allowed on the premises.
- **Reception should conclude no more than two hours following the arrival of the bride and groom. Rehearsal Dinner should conclude no more than two hours after the wedding rehearsal. Forfeiture of the security deposit, in its entirety or in part, may occur should the dinner / reception run over the allotted time.**
- All items belonging to the wedding party and/or caterer must be removed at the conclusion of the reception / rehearsal dinner.
- Caterers, or wedding staff, should return kitchen to full order before departure at the close of the reception.
- Clean up of the hall will be completed by the RLBC Custodial Attendant.

**Payment of Fee**

User agrees to pay the User Fee for the Rented Facilities in the amount set forth above. **User shall pay the total Reception Rental Fee of \$500 and Damage Deposit of \$300 at time of booking rental facility.**

**In Witness Whereof**, the parties have executed this Facilities Usage Agreement as of the date first written above.

**Royal Lane Baptist Church  
Dallas, Texas**

By: \_\_\_\_\_  
 Printed Name \_\_\_\_\_  
 Title: \_\_\_\_\_  
 Date: \_\_\_\_\_

**USER:** \_\_\_\_\_  
 By: \_\_\_\_\_  
 Printed Name: \_\_\_\_\_  
 Date: \_\_\_\_\_