

ZION BAPTIST CHURCH, INC.



OUR GOD, OUR CHRIST, OUR FELLOWMAN

ROADMAP OF THE RENTAL PROCESS

2200 West Muhammad Ali Boulevard • Louisville, Kentucky 40212
(502) 775-6404 • (502) 772-7457 Fax • www.zionlouisville.com

The following steps need to be completed in full before your application can be processed:

1. Obtain a Rental Contract, Building Use Request Form and/or Equipment Rental Form from the Board of Trustees, or their designated representative. You may download and print the forms from the church website, <http://www.zionlouisville.com/> for your convenience.
2. The forms should be completed and signed, and a check for half of the Total Rental Fee attached. If submitting the Building Use Request Form, The remainder of fees is due one week before the event is to take place. If submitting the Equipment Rental Form, The Total Rental Fee is due at the time of your rental request.
3. Submit the completed Contract accompanied with your DEPOSIT, to Administrative Services.
4. Administrative Services will submit the Rental Packet to the Board of Trustees or its designated representative.
5. The Rental will be approved or denied by the Board of Trustees or its designated representative.
6. The Rental Packet will be returned to Administrative Services.
7. Administrative Services will notify the Renter of either approval or denial of their Rental request.
8. Administrative Services will service all Rental needs.

Equipment Rental Fees are governed separately, please read it.)

Signing the contract and form indicates that you have read and agree with the policy and procedures outlined in the Rental Policy and Procedures. No changes to policy and/or procedures of the forms will be honored.

Fees are payable in advance. If your request is made less than 30 days before the event, the Total Rental Fee is due in full, with the Building Use and Contract forms.

If you are an INDIVIDUAL, the following must accompany your signed Rental Contract, Building Use Request form and/or Equipment Rental form and deposit:

- the requested dates
- a letter, signed by you, stating the purpose of the event;
- details of the event to be hosted at ZION BAPTIST CHURCH;
- the name of the responsible person in case of emergency, theft, damage to property, etc;
- amount, if any, of fees charged to participants and/or audience and the purpose of the fee.

If you represent an ORGANIZATION, the following must accompany your signed Rental Contract, Building Use Request form and/or Equipment Rental form and deposit:

- the requested dates.
- letter on company letterhead and signed by an organization board member or Officer, stating the group's mission;
- details of the event to be hosted at ZION BAPTIST CHURCH;
- the name of the responsible person in case of emergency, theft, damage to property, etc;
- amount, if any, of fees charged to participants and/or audience and the purpose of the fee;

Please see the Chairperson of the Board of Trustees, or their designated representative, if you plan to rent for an extended period of time.

Verbal agreements to rent are not recognized under any circumstances.

The Rental Contract, Building Use Request Form and/or Equipment Rental Form constitutes the entire rental agreement and may not be varied or altered unless done so in writing and signed by authorized representatives of both parties.

When making your request, please notify ZION BAPTIST CHURCH, INC. Trustee Chairperson, or their designee, of any special needs or unusual equipment involved in your event.

The church hosts many events during the year. Use of facilities will be restricted to the date(s) and time(s) specified in the Rental Contract, Building Use Request Form and/or Equipment Rental Form. Additional time must be scheduled in advance and is subject to additional charges. Scenery and equipment must be removed at the conclusion of each event.

Thank you! for choosing to entrust us with your facility or equipment rental needs. We look forward to you're making us your preferred facilities or equipment rental location!