



Lewisville Lighthouse Church
1301 South Old Orchard Lane
Lewisville, Texas 75067
(972) 436 0626

Facility Rental Contract Lewisville Lighthouse

General Information:

Lewisville Lighthouse has a Facility Coordinator that will oversee the contract signing, keys, and deposits required. The coordinator will make the final decisions about the timing of events. The coordinator or representative will be present to open facilities, oversee the cleaning and/or replacement of furniture back to original layout, and securing the facility when the event is over.

Reservations:

Reservations are on a first-come, first-served basis. Reservations must be made in the office at Lewisville Lighthouse in person. Reservations may be made up to one (1) year in advance.

Deposits:

Deposits of \$200.00 must be made to hold the building. If you reserve both buildings for the same period, the deposit is \$400.00. The deposit required for rental is due in cash at the time the reservation is confirmed. A receipt will be provided. Any outstanding fees are due no later than four (4) weeks prior to the rental date.

Refund of Deposit:

The deposit will be refunded to the person making the deposit based on the determination that all facets of the rental agreement are satisfied. Violations resulting in loss of deposits are as follows:

1. Failure of the party responsible to attend the entire activity will result in complete forfeiture of the deposit.
2. Damage to the facility, the grounds and/or the furnishings. The cost of repairing any damage will be deducted from the deposit and if there are exceeding costs, the lessee will be responsible for the charges.
3. The facility can only be used for the time reserved. If more time is needed for setting up/take down, decorating, and cleaning the facilities, the time must be included in the original reservation.
4. **NO EXCEPT TO THIS REGULATION**
 - a. **FAILURE TO LEAVE THE FACILITY IN THE SAME CONDITION AS THE START OF THE RENTAL PERIOD.**



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b. FAILURE TO RETURN ALL CHAIRS AND TABLES BACK TO THE ORIGINAL SETUP.

5. Any activation of the alarm system for non-emergencies will result in an administrative fee being deducted from the deposit.
6. Stains are to be recognized before and after the event by both the coordinator and the lessee.

Rental/Use Fees

Rental fees are \$100.00 per hour with a minimum of four (4) hours and any hour over that will be billed at \$75.00 per hour. All rental fees for the facility are due no later than four (4) weeks prior to the event. All payments must be made in cash.

Cancellations:

1. If the reservation is cancelled more than 30 days prior to the event (except for Holiday rentals), a cancellation fee of \$75.00 will be retained. All other collected fees will be refunded.
2. If cancelled less than 30 days but more than 14 days prior to the event, a cancellation fee of \$115.00 will be retained and all other fees will be refunded.
3. If cancelled less than 14 days prior to the event, all deposits will be retained with no refund of any monies.
4. If the reservation is during the holidays of Thanksgiving, Christmas, and/or the New Year and the cancellation is six (6) weeks out of date is a forfeiture of \$100.00. Four (4) is a forfeiture of \$150.00 and less than four (4) weeks out is a forfeiture of the entire deposit.

Facility Specific Guidelines

1. **ABSOLUTELY... NO ALCOHOLIC BEVERAGES...NO EXCEPTIONS**
2. **ABSOLUTELY... NO SMOKING OR ELECTRONIC CIGARETTES IN ANY OF THE BUILDINGS...NO EXCEPTIONS**
3. **Lewisville Lighthouse will not schedule more than one event per day.**
4. **Telephone reservations are not confirmed until the deposits are made to the coordinator in person.**
5. **PERSON/PERSONS MAKING THE RESERVATION ARE TO BE CONSIDERED THE RESPONSIBLE PARTY/PARTIES FOR THE EVENT.**
6. **MAXIMUM COMPACITY FOR THE FACILITY IS – Sanctuary 150 and Fellowship Hall 100 persons.**



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7. Fire related restrictions such as candles, sparklers, and lighters must be approved by the coordinator.
8. The party responsible must attend the entire event.
9. Prior approval must be obtained before attaching any decorations to the walls or ceilings. There will be NO nailing, stapling, tacking, screwing, or use of any other form of physical attachments that might cause damage to the surfaces of the facilities.
10. Food and drink may be brought or catered in the Fellowship Hall but NOT the sanctuary. NO cooking is allowed in the kitchen. The use of crockpots is allowed, and the refrigerator may be used for drinks. Use of the stove top and/or oven is strictly prohibited.
11. Facility MUST be left in the same condition as the start of the rental period. All chairs and tables must be placed as arranged by the coordinator, including the pictures on the walls.
12. Removed tables and chairs may be stored in the empty classrooms.
13. Extra time in the facilities other than the arrangement will result in an additional \$75.00 per hour.
14. Bathrooms, kitchen floors, tables and chairs must be cleaned, wiped down and all trash carried to the dumpster. Any time the coordinator spends cleaning or putting things back in order will result in a \$25.00 per hour deduction from the original deposit prior to refund.

This is the agreement that will serve as the rental contract and must be signed and dated by both the coordinator and the party responsible.

Buildings Requested: SANCTUARY FELLOWSHIP HALL EAST BUILDING

Dates Reserved: _____ **Deposit:** _____ **Paid:** _____

Responsible Party: _____ **Date:** _____

Coordinator: _____ **Date:** _____