



Facility Use Agreement

709 Church Street
Wilmington, NC 28401
910-762-7876
Newsaintluke.com

Date _____ Time _____

Purpose: _____ Estimated Number Attending _____

Arrangements made by: _____

Address: _____ Phone: _____

Organization: _____

Part of Building Requested: Sanctuary _____ Fellowship Hall _____
Kitchen _____

Total Charges: _____

FEE SCHEDULE

First Three Hours {\$300.00}

Each Additional Hour {\$75.00}

- I. Sanctuary
Fellowship Hall
Kitchen

ONE FLAT FEE: \$600.00

- II. Weddings
Sanctuary
Fellowship Hall
Kitchen

Rehearsal _____
Audio Visual _____

CONTRACT AGREEMENT

St. Luke A.M.E. Zion church **will not** be responsible for any items lost, or damaged during or following the use of the building, or any damage to any property on the parking lot, or any area of the church grounds.

Only the areas stipulated in this agreement shall be used. Renter (s) shall be held responsible for **ALL DAMAGES**. Failure to comply with this rule will result in being charged for damages based upon a qualified estimate given to replace or restore damaged property.

No furniture or equipment may be moved from its original location.

An official representative of the church, must give prior approval before any decorations are put up.

All decorations should be removed immediately following the function.

Dripless candles **MUST BE USED**. Candelabrams should be placed on plastic to protect carpet.

** A deposit of one half (1/2) the total fee will be paid at the time the contract is signed.

** Final payment is due 2 days prior to activity (if not received the contract is null/void).

Signatures:

Person Requesting Facility

Date

Authorizing Person (s)

Date

