

Building Use Agreement/Contract
Wintergarden Presbyterian Church
18305 Wintergarden Ave Port Charlotte FL 33948
941-743-5335, office@wintergardenpres.org

Renting Organization _____

Person Responsible _____

Street Address _____

Email address _____

Home Phone _____ Work Phone _____

Areas of building desired: _____

This form is to be accompanied by **Building Use Request**, giving date of event, start time, set-up time, end time, clean-up time, and approximate number in group.

Will food be served? _____ Drinks? _____ What kind? _____

Set up: (For full-fee groups only)

What furnishings and equipment will be placed on Wintergarden's premises, and when will it be removed?

Total amount due: _____

Damage Deposit and 50% of usage fee (in separate checks) confirm date on calendar (if date has been cleared with office administrator)

Damage Dep. _____ Date paid _____ Check # _____

Fees _____ Date Paid _____ Check # _____

Balance due _____ Date Paid _____ Check # _____

Balance is payable on or before Friday prior to the event.

Damage deposit is returned within 14 days after the event if applicable.

This agreement may not be assigned or transferred, nor may the church facilities be sublet or used by other than the group and person named herein.

I have read and understand this agreement and the church's Building Use Policy, which by reference is a part of this agreement. I agree to be bound by them.

Submitted for approval by _____ (signature) on _____ (date)

Approved by _____ (office administrator) on _____ (date)