



Room/Facility Usage Request

at Delaney Street Baptist Church Revised 10/24

1919 Delaney Avenue, Orlando, FL 32806

Phone: 407-422-0758 | Fax: 407-422-6581 | Email: delaneychurch@gmail.com

Please complete this form, to be approved by Delaney Street Baptist Church.

Submit form to church office at least one month prior to the desired use date.

Approval or denial will be provided in writing. Fee Schedule and Rules on next page.

Event Name / Purpose of request: _____

Date(s) of event(s): _____

Requested by Name: (Individual/group name(s)): _____

Phone: _____ Email: _____

Address: _____

Event Start time: _____ End time: _____

Set-up time begins: _____ Clean-up time ends: _____

Area(s)/Room(s) requested: _____ Approximate number of people: _____

Set-up needs (tables, chairs, layout, etc.): _____

Media needs (sound, video, etc.): _____

Additional Information: _____

POLICIES:

Use of Delaney Street Baptist Church facilities must be between the hours of 8am and 9pm., Monday, Tuesday, and Thursday. *Use of the facilities must not interfere with normal church activities and events. Use of the facility on Wednesday, Friday, Saturday, or Sunday generally will not be approved for this reason.*

- We must receive payment in full (usage and custodial fee) at least 15 calendar days, prior to usage date(s).
- A \$50 custodial fee is required per each use.
- We prefer payments by check made out to Delaney Street Baptist Church. If payment is made via our website delaneychurch.com/give, you must include a 3.5% service fee, and email payment details / info to delaneychurch@gmail.com.
- A 25% late charge will be assessed if payment is not received in full at least 15 calendar days prior to event. This will be added to the total unpaid request charge(s) and all must be paid prior to use.
- A copy of your Certificate of Liability Insurance from your insurance company, listing DELANEY STREET BAPTIST CHURCH as additional insured, including date(s) and event type is required at least 30 days prior to event usage.

FEE SCHEDULE:

CUSTODIAL FEE: A custodial fee (+) is required for each use/event. \$50 per use/event
DEPOSIT: Required at least one month prior to date of use \$150., or 1/2 of fee.
FULL PAYMENT: Payment-in-Full is required at least 15 days prior to date of usage.

Worship Center (max capacity 657):

Minimum of 1 hour usage (member fee \$50/hr + custodial fee) \$150/hour
Per extended use beyond 4 hours \$500
Media Team / Audio Visual Equipment (requires prior approval) . . . \$50/hour
Absolutely no eating or drinking in the Worship Center at anytime.

Gym / Christian Family Life Center (max capacity 340):

First floor only, no kitchen use (member fee \$35/hr + custodial fee) . . . \$50/hour
First floor only, with use of the kitchen \$75/hour
First floor only, extended time beyond 6 hrs. \$300
Second floor (**Upper Room**) (member fee \$25/hr + custodial fee). . . . \$50/hour
Second floor, extended time beyond 6 hrs. \$250
Use of the refrigerator and microwave in "cafe" is acceptable; however, this area is not to be used for cooking or washing of utensils, unless special approval is received. Use of disposable paper goods is required, and eating/drinking is allowed in this area only. Removal of garbage is required by requester.

Fellowship Hall (Rooms D102-103) (max capacity 100):

Without use of kitchen (member fee \$25 + custodial fee) \$40/hour
With use of kitchen \$60/hour
Extended time beyond 6 hrs. \$250

Conference Rooms:

Church Office available Monday-Thursday, 9am to 5pm only. . . \$25/hour
Room C101 \$25/hour

Use of Building B, C and D Rooms: \$30/hour
(This building is for the use of children and as such, seating/bathrooms accommodate children only.)

Large groups and after hours events may be subject to additional custodial fees of \$25/hour
Large groups, which require multiple rooms, may request consideration for special usage fees.

GUIDELINES:

1. No events will be scheduled that conflict with worship services or church events. No events to begin after 7pm.
2. If rented or borrowed property is used, it is the borrower's responsibility to return items immediately after the event.
3. The church will not be responsible for personal items left at the church; nor shall the church be liable for such items that are lost, stolen, or damaged.
4. No church furniture or equipment is to be moved without prior authorization.
5. Absolutely no Alcoholic Beverages or Tobacco allowed at any time on church property (inside or outside.)
6. Use of facility will be by Requester and Insured ONLY, and only for request/event listed/approved.
7. It is the responsibility of the event requester to make these policies and guidelines known to ALL attendees.
9. A violation of these policies will cancel use of Delaney Street Baptist Church facilities.

I _____ (signature required), have read, agree with, and will adhere to the fee schedule, policies, and guidelines listed. I will be responsible for the activities/event listed above, including damages to the facilities and equipment used. Date _____ (required).
NOT FOLLOWING OUR POLICIES & GUIDELINES ARE GROUNDS FOR EVENT(S) CANCELLATION.

FOR OFFICE USE ONLY	TOTAL fees assigned/charged for this request	\$ _____
	_____ Approved _____ (date) by _____ (initials) & scheduled on church calendar	For Date(s) _____
	_____ Not Approved for this reason: _____	