

# FBC Castle Courtyard Rental Agreement

This rental agreement is for the use of the FBC Courtyard indoor playground for an hour and a half session. FBC will honor rental requests on a first-come, first-serve basis with receipt of a completed agreement and a refundable deposit (non-refundable without 30 days notice of cancellation) of \$100.00 post evaluation of cleanup (See Attached Cleanup Checklist). **The remainder of your payment is due the week before your scheduled party. (date) \_\_\_\_\_**

**Deposits will need to be picked up at the church office the following Monday-Friday after the event.**

All parties are welcome to bring Cake and Ice Cream for their celebration. **Drinks should be covered at all times and FBC Courtyard will supply cups, lids, and straws** As always, drinks will be available to purchase at the Courtyard Café. **Absolutely No Food Or Drinks Allowed In or Around Playground Area!!! Any found will eliminate refund of deposit!!!**

FBC Courtyard is a major part of First Baptist Church. As such we would like to remind you that no alcoholic beverages, smoking or use of tobacco products, or profanity will be allowed.

\*NO excess of glitter, NO gum, NO suckers

**Rental Fees:** Single session: \$100.00 plus deposit      Double Session: \$200.00 plus deposit

## PARTY INFORMATION:

Renter's Name: \_\_\_\_\_

Renter's Address: \_\_\_\_\_

Renter's Phone: \_\_\_\_\_

Number of guests expected: \_\_\_\_\_

**Date Requested:** Saturday: (date) \_\_\_\_\_

**Party time:** (single session 1 1/2 hours) 12:30-2:00 pm. / 3:30-5:00 pm. / 6-7:30 pm.  
(double session 3 hours) 12:30-3:30 pm.

**These times are for your party guests. Renters are given an additional 30 minutes before to set up and greet guests and 30 minutes after to complete the clean up checklist and exit the building.**

Renter's Signature: \_\_\_\_\_ Date Signed \_\_\_\_\_

## TO BE COMPLETE BY FBC WORKER:

FBC Worker Signature: \_\_\_\_\_ Date Signed \_\_\_\_\_

\$100.00 Deposit Received: Date \_\_\_\_\_ Cash or Check check number \_\_\_\_\_

Circle one: Ok to Shred / Will pick up

\$100.00 Single or \$200.00 Double Fee Received: Date \_\_\_\_\_ Cash or Check (check number) \_\_\_\_\_

Deposit refund (Approved/Declined) by: \_\_\_\_\_ If declined, list reason(s) \_\_\_\_\_

Notified \_\_\_\_\_ Returned or shredded Date \_\_\_\_\_ Initial \_\_\_\_\_

# FBC Castle Courtyard Rental Post Evaluation Cleanup Checklist

In order to insure a clean and comfortable environment for our occupants, and to improve the longevity of our playground, FBC requires that the following actions be taken upon the closing of your rental so you may obtain the full refund of your deposit. We allow 30 minutes after your party to give you time to:

- Remove all trash from tables and place in provided trash cans.
- Remove all decorations.
- Sweep, mop and clean all occupied floor areas removing trash and spilled items including drinks, cake icing and food items. (Brooms and mops will be provided.)
- Wipe down all tables and counters.
- Return all utensils/equipment borrowed from staff.
- All party members must exit the building within 30 minutes of the party time.

**ANY FOOD OR DRINK FOUND IN, ON OR AROUND PLAYGROUND EQUIPMENT OR ANY DAMAGE TO EQUIPMENT OR FACILITY WILL ELIMINATE THE REFUND OF DEPOSIT!!!**

**Office hours: Monday - Thursday 8am - 4:30 and Friday 8am - Noon**

**EMERGENCY CONTACT FOR AFTER OFFICE HOURS:**

**call or text Angie at 417-531-3321**