

# Good Shepherd Baptist Church

Building A Church ~ Developing A Community ~ Expanding Services ~ Impacting Lives



## *Space Rental Agreement / Proposal*

**Authorized Contact:**  
**Proposed Event Date:**

2223 South Crater Road ~ P.O. Box 3569  
Petersburg, Virginia 23805  
Rev. Jeffrey L. Reaves, Sr. ~ Pastor  
(804) 732-5969 Church  
(804) 861-0216 Fax



**GSBC**

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**(804) 732-5969 ~ Church Office**  
**(804) 861-0216 ~ Church Fax**

Office Use Only:  
Date Submitted: \_\_\_/\_\_\_/\_\_\_  
Approved: \_\_\_\_\_  
Denied: \_\_\_\_\_  
Date Returned to Sponsor /  
Organization \_\_\_/\_\_\_/\_\_\_

**Application for Space Reservations**

**\*Contract must be returned within 10 days from the date issued with a \$250.00 (\$100.00 Classrooms) Refundable Security Deposit.**

**Name of Organization:** \_\_\_\_\_

**Authorized Sponsor / Contact Person:** \_\_\_\_\_

**(2) Contact Phone:** (\_\_\_\_)\_\_\_\_-\_\_\_\_ / (\_\_\_\_)\_\_\_\_-\_\_\_\_      **Fax:** (\_\_\_\_)\_\_\_\_-\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_

**FIN# or SSN#:** \_\_\_\_\_ **501 (c3)#:** \_\_\_\_\_

**Date of Event:** \_\_\_/\_\_\_/\_\_\_      **Time of Event:** From \_\_\_:\_\_\_ To \_\_\_:\_\_\_

*Event Scheduling:*

Good Shepherd Baptist Church is a house of Worship first and we hold true to our priority of maintaining fellowship one with another. For this reason, we require all events to end no later than 8:00 p.m. on Saturdays in preparation for our Sunday morning Worship Services. All other events during the week are required to conclude no later than 9:00 p.m. Please plan your event accordingly.  
( \_\_\_\_\_ )Initial

**Projected Location of Event (Please check all that apply):**

Main Sanctuary: \_\_\_\_\_ Narthex: \_\_\_\_\_ Fellowship Hall: \_\_\_\_\_  
Theatre: \_\_\_\_\_ Educational Wing: \_\_\_\_\_

Refundable Security Deposit: **\$250.00 (\$100.00 Classrooms)**  
Total Balance Due (Deposit + Rental Fee + Event Staffing): \$ \_\_\_\_\_  
Balance due 30 days before scheduled event.

**Event Purpose (Please be as detailed as possible):** \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_ \*Please attach any additional information.



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*\* Rental Space does not include the price of food catered by our GSBC Catering Services.*

## Space Rental Fees

(Location fees are limited to 4-hour reservations)

Good Shepherd Baptist Church would like to provide exceptional service for your event. All fees for the Sanctuary, Fellowship Hall, and the Theatre include Sound Technician services. Our Media Team and Security Officers are available to assist you for an additional fee. Space Rental for Concerts and Banquets also require additional fees. Please contact the Event Planner.

|   | <b>Space Rental Fee</b> |
|---|-------------------------|
| <b><i>Main Sanctuary</i></b>  |                         |
| <u>Maximum occupancy 1790</u>   | \$770.00                |
| <b><i>Fellowship Hall</i></b>   |                         |
| <u>Maximum occupancy 384</u>  | \$570.00                |
| <b><i>Narthex / Foyer</i></b>   |                         |
| <u>Maximum occupancy 406</u>  | \$520.00                |
| <b><i>Theatre / Auditorium</i></b>  |                         |
| <u>Maximum occupancy 301</u>  | \$470.00                |
| <b><i>Educational Wing</i></b>  |                         |
| <b>*\$100.00 Security Refundable Deposit</b><br>(Price per classroom with open bay) | \$175.00                |
| <u>Maximum occupancy 18 to 24 with open bay</u>                                     |                         |

### Sponsor Selected Fees

|                                 |          |
|---------------------------------|----------|
| <b>Main Sanctuary:</b>          | \$ _____ |
| <b>Fellowship Hall:</b>         | \$ _____ |
| <b>Narthex:</b>                 | \$ _____ |
| <b>Theatre:</b>                 | \$ _____ |
| <b>Classrooms:</b>              | \$ _____ |
| <b>*Security Deposit:</b>       | \$ _____ |
| <b>*\$250.00 ~ Large Spaces</b> |          |
| <b>*\$100.00~ Classrooms</b>    |          |

**Space Rental Fee**  
**Total Amount Due: \$ \_\_\_\_\_**

**X** \_\_\_\_\_  
**Authorized Sponsor Signature**

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
**Date**

**Assessment of Event:** \*Please place an X in the appropriate space.

|  |   |
|--|---|
| <p>Conference: _____</p> <p>Concert: <u>    <i>Additional Fees</i>    </u></p> <p>Worship Service: _____</p> <p>Workshop: _____</p> <p>Small Group Meeting: _____</p> <p>Play: _____</p> <p>Revival: _____</p> <p>Banquet: <u>    <i>Additional Fees</i>    </u></p> <p>Other: _____</p> <p>*Please Explain (other): _____</p> <p>-----</p> <p>How many people are you expecting to be in attendance?</p> <p>_____</p> | <p>Cordless Microphones: Number: _____</p> <p>Tables: Number: _____</p> <p>Chairs: Number: _____</p> <p>Cameras: _____</p> <p>Musicians Equipment / Service: _____</p> <p>Please List _____</p> <p>_____</p> <p>_____</p> <p>Note: All equipment requested may not be accessible.</p> <p>Number of people invited as presenters / number in performing group: _____</p> <p><b>Notes / Comments:</b></p> |
|--|---|

When entering the House of God, please enter with reverence. The church is a sacred and holy place and should be treated as such. We ask that all involved in your event be respectful in their conduct, language and attire while on the Church property. We ask that upon entering the House of God that you would silence all mobile devices. ( \_\_\_\_\_ )Initial

## *E*vent Planning

The Director of Church Ministries is your contact for Good Shepherd Baptist Church in the preparation of your event plans as well as being responsible for scheduling and coordinating. You will personally meet and communicate with our Event Managers. You will be given a tour of the areas available for events, and be given all information needed to ensure that all activities are done in accordance with the policies and guidelines set forth. Event Managers will be present for rehearsals and events held at our facility. ( \_\_\_\_\_ )Initial

## *C*hurch Policies and Guidelines

- All businesses and organizations must provide a copy of an updated business license or 501(c3) documentation. ( \_\_\_\_\_ )Initial
- The date and time of the event must be scheduled with the Administrative Assistant, **at least three months prior** to the requested date of the event. ( \_\_\_\_\_ )Initial
- Events will not have a confirmed date until a **refundable security deposit of \$250.00 (\$100.00 for classrooms)** is received. This will be returned to your business or organization within thirty days after the event if damage to the facility, or breach of this rental agreement has **Not** occurred. ( \_\_\_\_\_ )Initial
- A **rescheduling / cancellation fee of \$100.00** may be assessed if your event date and time are changed or canceled after **30 days** of confirmation. This change can only be made with the approval of the Director of Church Ministries. ( \_\_\_\_\_ )Initial
- All forms for the rental agreement must be signed, submitted and approved **within 10 days of receipt**. After ten days your requested date may not be available. ( \_\_\_\_\_ )Initial
- A copy of the event program should be submitted **at least 2 weeks before** the event. **The use of Good Shepherd Baptist Church logos and photos for advertising is prohibited unless approved by our Pastor.** ( \_\_\_\_\_ )Initial

- Good Shepherd Baptist Church does **not** allow the selling of event tickets on the premises. This includes inside or outside of the building. If tickets are sold it will result in the retention of your \$250.00 security deposit and the cancellation of your event.
- All fees for services provided by the church must be received **30 days prior** to the scheduled event. Fees may be paid by check, money order or cashier's check.
- Good Shepherd Baptist Church *does not allow individuals and organizations to bring in their own caterer*. The only exception to this rule is funeral repasts and small events held in our educational wing. **Catered events** require that a final count and payment be submitted no later than 2 weeks prior to the event.  
( \_\_\_\_\_ )Initial
- Events may be held in the following locations: Sanctuary, Fellowship Hall, Theatre, Narthex, and the Educational Wing. Food and beverages are not permitted in the Theatre or the Sanctuary. ( \_\_\_\_\_ )Initial
- The number of participants and attendees may dictate the location for your event. ( \_\_\_\_\_ )Initial
- The reserved rental space is limited to **4 hours** (We allow an additional 2 hours prior and 1 hour after for setting up equipment and removal of equipment). ( \_\_\_\_\_ )Initial
- All events must begin and end at the scheduled time. Events that run over the scheduled time of conclusion by more than 1 hour will be charged an additional **\$50.00** for every half hour thereafter. ( \_\_\_\_\_ )Initial
- **Contracted events should end no later than 8:00 p.m. on Saturdays, and 9:00 p.m. during the week.** Events scheduled to conclude after this time will require additional fees. Additional Security Officers are also needed for events that expect 200 people or more.
- The position of the video cameras during the event must first be cleared with the Event Planner. ( \_\_\_\_\_ )Initial
- Equipment/Decorations/Props brought into Good Shepherd from you, your business, or organization must be cleared with the Event Planner. Good Shepherd will not be responsible or liable for any items that are not removed at the conclusion of the event. ( \_\_\_\_\_ )Initial
- No tape, tacks, or any other sticky materials should be used to secure props or decorations during your event (in any location of the facility).  
( \_\_\_\_\_ )Initial

- No confetti, potpourri or helium balloons are to be released in or outside the building. Any thrown items must be approved. ( \_\_\_\_\_ )Initial
- Designated classrooms can be used as dressing rooms for presenters and performing groups. This area must be left in a neat and orderly manner with personal belongings removed immediately following the event. Please have someone designated to remove items. ( \_\_\_\_\_ )Initial
- Curling irons, Blow dryers and Irons / steamers are prohibited in this facility. If these items are used or found in the facility during or after the event, the security deposit will **Not** be refunded. ( \_\_\_\_\_ )Initial
- Food and drinks are **Not** allowed in the Sanctuary or Theatre at any time. All food must be consumed in the respective areas. ( \_\_\_\_\_ )Initial
- **Smoking and use of alcohol** is prohibited on the premises. ( \_\_\_\_\_ )Initial
- **No weapons** are allowed on the premises. If any individual participating in or attending the event is found with a weapon we have the right to evacuate the building and cease the event. Your organization will also **forfeit the \$250 deposit**. Depending on the severity of the incident other charges may follow. ( \_\_\_\_\_ )Initial

## *Liability*

The party to whom the facility is made available:

- Shall be held responsible for proper conduct of the persons in attendance, breach of rental agreement and for any undue wear and tear, damage to, or destruction of property. ( \_\_\_\_\_ )Initial

## *Event Rehearsals*

If your event requires a rehearsal the time and date must be scheduled with the Event Planner. Anyone who has a role in the event should attend the rehearsal. The rehearsal should open and end with prayer, be sure to have someone designated. We will allow for rehearsals the day before (**ONLY**) the event for up to **2 hours**. If rehearsal exceeds the designated time, there will be an additional \$50.00 fee for every ½ hour over. All mobile devices must be silenced during the rehearsal & event. ( \_\_\_\_\_ )Initial

## The Event

If presenters or performing groups will be dressing at the church, please have them arrive 2 hours before the event. Ensure that someone is designated to remove all personal belongings immediately following the event.

- This facility is a place of worship and reverence for God, events hosted here cannot debase our ideals. **All music played / performed during your event must be approved. If you would like music played please request a song list from the Event Coordinator.** (\_\_\_\_\_)Initial
- **Secular Dancing is not allowed.** (\_\_\_\_\_)Initial
- Our Media Ministry is trained and capable of capturing your event with a spirit of excellence. **If you desire these services, for an additional fee, please contact the Event Planner. Please refrain from removing and/or rearranging pulpit furniture, audio-visual equipment or musical instruments.**

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**Rental Party:**

I have read and understood all of the aforementioned information and now submit my request for space rental and or catering services to Good Shepherd Baptist Church, 2223 South Crater Road; Petersburg, VA 23805.

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**Signature**

**Date**

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**Signature of Event Planner**

**Date**

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**Office Use / Special Notes:**

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