



LAMAR FAMILY MINISTRIES CENTER

1108 Gulf LAMAR, MO 64759

The following policy is to be agreed upon by those who wish to use LFMC's facilities. You may schedule your event in advance; however, we reserve the right to cancel your event, if we need the facility for ministry use.

1. Availability of the LFMC Facilities
 - a. LFMC Facilities can be reserved at any time; other than those times already scheduled for LFMC events or if not already reserved for use. You will need to call and set up a time to go over paperwork and to pick up the event key.
 - b. We reserve the right to cancel the use of the facilities for ministry use.
 - c. You can schedule in advance; however, you cannot block off a whole month.
2. Payment of replacement cost is to be made by tenant for LFMC property that is broken or damaged when using the building.
3. After your event is completed please leave the key and the checkoff list on the kitchen counter.
4. Any decorations must meet our guidelines. Please discuss this with the administrator when renting LFMC facilities.
 - a. All decorations and clean-up must be completed immediately after your event.
5. Absolutely no alcoholic beverages are permitted on the property.
6. Sanctuary Fees & Additional details:
 - a. LFMC Members: \$100 + Cleaning Deposit
 - b. Non-LFMC Members: \$200 + Cleaning Deposit
 - c. Sound Technician: \$75
 - d. Cleaning Deposit: \$25
 - i. Deposit to be refunded if Sanctuary is left clean and in order. Your deposit will then be returned within 48 hours after usage.
 - e. **All fees will need to be paid before your date is reserved on the calendar. Refund only in the event of cancellation by LFMC.**
 - f. Two additional rooms will be provided for getting ready the Building Coordinator will advise of the available rooms.
 - g. No food or drink is allowed (water is an exception).
7. Fellowship Hall Fees & Additional details:
 - a. LFMC Members: \$100 per day + Cleaning Deposit
 - b. Non-LFMC Members: \$200 per day + Cleaning Deposit
 - c. Cleaning Deposit: \$25
 - i. Deposit to be refunded if Fellowship Hall is left clean and in order. Your deposit will then be returned within 48 hours after usage.
 - d. **All fees will need to be paid before your date is reserved on the calendar. Refund only in the event of cancellation by LFMC.**
 - e. You must bring your own supplies and paper products. LFMC supplies and products are for LFMC use only.

WEDDING POLICY

Tenant shall indemnify and hold harmless LFMC and its board members from any loss or damages in the use of the premises. Under no circumstance shall LFMC or its board members be liable for any loss or damages to tenant, tenant's guests or property. Tenant shall be responsible for the cost of repair for any damages caused by tenant's use of the premises.

We hereby agree to the above policy. Date _____ Signature _____

Person Responsible _____ Event Date _____ Event Time _____

Additional date & times to decorate, if applicable _____

Event _____ Appx number of attendees _____

Special Arrangements or Equipment _____

Contact Name _____ Phone Number _____

e-Mail _____ Address _____

Deposit Return

- Pick-up Date & Time _____
- Mailed

Room(s) Being Reserved

- Sanctuary
- Fellowship Hall
- Kitchen

Additional Needs (See Addendum for additional details and pricing)

- Minister
- Sound Administrator

For Office Use Only

Fees Paid YES _____ NO _____ Amount Collected \$ _____

Time/Date of Key and Checklist Pick-up _____

Deposit Returned YES _____ NO _____