

**PLEASE CAREFULLY READ THE
GUIDELINES OUTLINED BELOW
BEFORE COMPLETING THE FORM**

CONTACT: Date availability for your event must be confirmed with the Church Office. After confirming a date for your event/activity, a completed Rental Guidelines Form must be returned within two(2) weeks. Failure to do so will result in forfeiture of the requested date. Please contact the Church Office to submit all fees.

SECURITY: The church is located in the vibrant Grand Center District. The district is patrolled by mobile security officers as well as those on foot. However, it is mandatory that security guards are present for every event at the church. There is ample lighted parking. No exterior door is ever to be left unlocked or propped open. Please do not admit anyone that you do not recognize into the building.

CONDUCT: You are responsible for the conduct and actions of your guest. They must be notified in advance of the following: No Smoking, No Alcoholic Beverages/Illegal Substances, No Abusive/Profane Language.

Additional Information

THERE WILL BE NO ADMISSION CHARGES OR TICKET SALES ON CHURCH GROUNDS. NO WILL EXCEPTIONS WILL BE MADE.

- Only drip-less or battery operated candles may be used.
- Advanced coordination will be made fourteen (14) working days prior to the event, with member of the Trustee Board, if any special or additional equipment or arrangements are required.
- All applicable fees must be paid at least seven (7) days in advance of the event, by cash, check or money order, payable to:
Washington Tabernacle MB Church
- If the event is canceled, the church office should be notified at least seven (7) days prior to the scheduled event; otherwise, an additional \$100.00 fee will be charged.



Church Rental Guidelines

3200 Washington Ave.
St. Louis, MO 63103
314.533.8763 - Phone
314.533.1725 - Fax

www.washtabmbc.org - Website
washtabernacle@att.net - Email



Please Provide All Requested Information

Today's Date: _____

Name: _____

Address: _____

Phone: _____

Group/Ministry Name: _____

Event/Purpose Request: _____

Event Date: _____

Event Time: _____

Rehearsal: Yes No

If yes, Date: _____ Time: _____

Please estimate the number of people attending: _____

Area/Service to be used
(check all that apply)

Fellowship Hall Kitchen

Conference Room Sanctuary

Choir Loft Nursery Balcony

I understand that my signature signifies the binding of this contract and that I have a clear understanding of my financial and other stated responsibilities.

Signature of Applicant



**Church Use Fee Schedule
Rehearsal & Wedding**

One Rehearsal: Maximum 3 Hours (30 min grace period: \$50 each additional hour)	Member: Free Non-Member Free
Wedding: Maximum 3 Hours (30 min grace period: \$50 each additional hour)	Member: Free Non-Member: \$375.00
Security Charge: Rehearsal & Wedding Maximum 7 hours	\$20.00/per hour
Custodial Service	\$120.00
Kitchen Use	Member: Free Non Member: \$100.00
Sound Technician	\$55.00
Pastoral Fee	See Pastor
Deposit: Non-refundable: Must be paid 7 days prior to event	\$350.00

Our facility is available for Weddings, Receptions
Funerals, Repasts, Birthday Parties,
Community Events, Concerts and much more.



Catering equipment is available
for weddings and special events.
Please contact the church office
for more details.

NOTE:

If specific set-up is needed, please use this space to
provide a sketch/outline.