

## **Liberty Facility / Resource Use Policies and Fees**

- In order to receive approval, you must request approval at least 30 calendar days prior to requested Facility and/or Resource use.
- Ministry Leaders /Event Coordinators assume the responsibility for the facility/vehicle/equipment being used, therefore you understand you will take care of, return clean, refuel, and otherwise leave the facility/vehicles/equipment in the manner in which you found them or better. You assume costs associated repairing or replacing any damages to Facilities or Resources of Liberty.
- In the event of any conflict of scheduling, preference will be given to Liberty's regular, on-going ministries.
- Submitting a Resource Request Form is only a request and that all requests must go through a Pastoral approval process. Preference is given to Liberty Ministry Events on a first come, first served basis followed thereafter by non-Ministry requests in terms of priority. Liberty Pastoral Staff reserves the right to reschedule/cancel any approved Resource Request as needed.
- In the event of any accidents or problems during your Event or Resource use, you will contact your Ministry Leader and/or Kristi Kinsey or Pastor Trey.
- If your Event produces Trash, it is your responsibility to ensure all Trash is removed from Liberty Facilities at the conclusion of your event.
- Final Payment of any Fees will be due no later than 7 days prior to approved usage dates.
- The only Facilities available for use for Non-Ministry Partners(Members) of Liberty are the Student Building and the Pre-School and only for the purpose of Weddings and Funerals.

### **Fees for usage of Liberty Facilities:**

All LBC ministry related events are free of charge for use of facilities.

The following fees are for 1 day use only (1 Wedding Rehearsal is included in the fee when booking a wedding).

A \$100 refundable cash deposit is required from Non-Members. The cash deposit must be paid upon notification of Request Approval. The cash deposit will be refunded after the event assuming there is no damage to church property.

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## **EVENT FEES**

**\*MP = Ministry Partner (Member)**

<b>FACILITY</b>	<b>Wedding/Funeral</b>		<b>Other Events</b>	
	<u>MP</u>	<u>Non-MP</u>	<u>MP</u>	<u>Non-MP</u>
Worship Center Wedding	\$150	Not Available	-	-
Worship Center Funeral	No Charge	\$100	-	-
Student Building	No Charge	\$100	\$50	Not Available
Preschool Building	No Charge	\$85	\$50	Not Available
FLC Building	No Charge	Not Available	\$75	Not Available
Kitchen	No Charge	Not Available	\$50	Not Available
Small Room	No Charge	Not Available	\$35	Not Available

### **RESOURCES**

Available Resources are free to use combined with any Facility Booking for Ministry Partners and Non-Ministry Partners.

Resources are not available to use without a room booking for Non-Ministry Partners.

### **PRODUCTION TEAM**

Fees reflect a per Liberty Production Team Operator needed:

<b>Wedding/Funeral</b>		<b>Other Events</b>	
<u>Members</u>	<u>Non-members</u>	<u>Members</u>	<u>non-members</u>
\$50/day	\$75/day	\$50/day	N/A

### **PERSONNEL FEE**

There is a required additional \$50 charge per event for all non-ministry bookings. This fee pays to unlock/lock buildings needed and make sure facility is secure and prepped for Liberty's Ministries.

### **DEPOSITS**

A \$100 Deposit is due for any Personal / Private Events for any Non-Ministry Partner and is due within 7 days of notice that requested Usage / Event has been approved. Cash or personal checks made out to Liberty Baptist Church must be dropped off to Sandra Rowe at Liberty's Admin Building on campus.

### **COST CALCULATOR (For your convenience)**

Facility Fee:	\$ _____
Production Team Fee:	+ \$ _____
Personnel Fee:	+ \$ 50
Total Cost of Event:	= \$ _____

**Deposit due from Non-Ministry Partners                      \$ 100**