



ZION CANAAN BAPTIST CHURCH

7820 Farrow Road Columbia, South Carolina 29203

Phone: (803) 935-0132 Fax: (803) 935-0445

Website: www.zioncanaanbaptist.org

FACILITY USE AGREEMENT

Name of Renter (organization or individual's name(s)) _____

Contact person (if an organization) _____ Business phone _____

Address _____ Phone _____

Responsible person(s) _____

Type of Event: _____

Requested date and time of use: _____ From _____ To _____

Attendance expected _____ Purpose _____

Please put a check by requested services or facilities (applicable fees are in parenthesis):

_____ Sanctuary (\$1000.00 for Non-members; \$300.00 for Members)

_____ Fellowship Hall (\$600.00 for Nonmembers; \$150.00 for Members)

_____ Sanctuary and Fellowship Hall (\$1,500.00 for Non-members; \$350.00 for Members)

_____ Pavilion (Free for Members, but a \$150 deposit; \$750.00 for Non-Members)

_____ Classrooms (\$50 per classroom for up to 6 hours, if not renting any other space)

_____ Nursery

Equipment Requested:

☐ Sanctuary sound system ☐ Handheld microphones (how many _____)

☐ Lapel microphones (how many _____) ☐ Pulpit microphone

☐ Projection Tech: (circle items needed) power point, video, DVD, computer, screen

☐ Instruments: (circle items needed) piano organ other _____

☐ chairs ☐ tables ☐ other _____

Personnel Requested:

☐ Sound Technician Flat Fee : \$100

☐ Pastoral Services (See Pastor)

ZCBC will not provide tables, chairs, or portable toilets at the use of the Pavilion. A \$300 deposit is required to cover potential damages to church property. It will be refunded if no damage occurs.

Revised October 2025

Total fees to be paid _____ (\$300.00 deposit, plus 50% of total costs)

ZCBC reserves the right to change the cost if any price increase should occur, damage to building or equipment, or change in services not stated above. A final statement will be presented to the person in charge upon conclusion of the event.

Application is hereby made for use of Zion Canaan Baptist Church (ZCBC), as outlined. The application and rules have been read and subscribed to in their entirety by the undersigned on behalf of the using group. It is understood that all parts and provisions stated in this document form an integral part of the agreement for which permission is granted. In addition to the \$300 damage deposit, a deposit of 50% of the total fees, must accompany this application. Payment may be made by check, money order/cashier's check, debit or credit card. Checks and money orders are payable to Zion Canaan Baptist Church. It is understood that this deposit of 50% will be returned if permission is denied, but not if user changes plans without notifying ZCBC by 10 days prior to scheduled event. The balance of 50% of the total fees is due by 10 working days prior to the event.

The Zion Canaan Baptist Church Trustee Ministry is the final authority on all matters. No agreement printed or implied shall be binding on the Church if the Trustee Ministry so decides that plans must be changed in the interest of all concerned. Staff representatives of the Trustees shall have authority to act in the Trustee Ministry's behalf.

Zion Canaan Baptist Church is not liable for any injuries or damages caused to the individual or group signing the contract.

Signature of Renter(s) _____ Date: _____

Signed (staff signature) _____ Date: _____

Approved (staff signature) _____ Date: _____

Office Use Only

Approved by: _____

Date put on calendar: _____

Copies to: ___ Office ___ Trustee Ministry ___ Custodian

Set up by: _____

Clean up by: _____

Costs applicable to Requested Use: _____

Amount paid: _____

Balance due: _____

Paid by: _____

Date: _____

Special Conditions/Misc. Information: _____
