



FACILITY RENTAL POLICY AND CONTRACT

Activities:

- Please be advised that our policies are in place for one reason, to not detract from our mission of making more and better disciples.
- Whichever rooms or areas to be used should not interfere with any ministries in place currently or scheduled for the future.
- Property is only to be used in ways that would be honoring to the Lord.
- No alcohol is permitted to be used on the premises.
- Decorations, special equipment, and use of audio/video equipment must be approved before use (not on day of event).

Condition of Return:

- Property is to be returned in the same or better condition than it was found in (trash and recycling emptied and taken to dumpsters, floors swept, tables wiped, dishes done, counters cleaned, decorations removed, cords coiled, etc.).
- Room is to be returned to the original configuration (chairs, tables, etc.).
- Applicant is responsible for any and all damages to the facility or equipment.
- A cleaning charge may be applied at 50% of the total cost to rent the facility at the discretion of epikos church.
- Existing food must be left as-is (epikos church rents out the facility to others so please respect their property as well).
- All unused equipment/food/supplies must be removed from the premises (lights, left-over food, decorations, signs, etc.).

Pricing and Scheduling:

- Once the date and time have been cleared and placed on the calendar, a non-refundable security deposit will be required along with a signed contract. The balance of all fees must be paid in full 30 days prior to the use date or reservation will be forfeited.
- Time includes 30 minute setup and 30 minute cleanup outside of window requested. Building will be automatically locked outside of that time.
- Pricing included is at a 2 hour minimum.
- Due to epikos' service schedule, Sunday use/rental is not permitted.



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Main Contact Person (Please print):

Name: _____

Address: _____

Phone: _____

E-Mail: _____

Event Info:

Date: _____

Event Time: _____

Event Description: _____

Event Fees: (min 2hr)

Area of use:	Fee	Your Event Fees
Fellowship Hall – Basement	\$20/hr	
Kitchen – Basement	\$35/hr	
Café – Main Floor	\$35/hr	
Fireside Room – Main Floor	\$15/hr	
Recreation Area – 2 nd Floor	\$20/hr	
Nursery/Children’s Area – 2 nd Floor	\$15/hr	
Conference Room – 2 nd Floor	\$15/hr	
Please send your signed contract and deposit to: epikos church 2308 E. Belleview Pl. Milwaukee, WI 53211	TOTAL AMOUNT DUE	\$
	50% DUE UPON RESERVATION OF DATE	\$
	REMAINING BALANCE DUE 30 DAYS PRIOR TO EVENT	\$

CONTRACT AGREEMENT:

Main Contact

Date

epikos

Date



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Office Use Only:

Approval Date: ___/___/___ Approved By: _____

Deposit Paid: ___/___/___

Remaining Balance Paid: ___/___/___

Special Equipment, Decorations, or Audio/Video Equipment Use: _____

Facility Schedule Updated

Temperature Scheduled

Door Access Scheduled

Door Access Times: _____ - _____