

policies + procedures

- BUILDING USAGE •



A N S B C F E L L O W S H I P

PO Box 857/822 Scott St • Senatobia MS 38668
P 662/562-4900 • lifepointsenatobia.com

table of CONTENTS

02	Purpose Statement
03	Reservation Procedures
04	Forms

BUILDING USAGE FEES:

FEE SCHEDULE

- Non-refundable deposit of \$100 is required to reserve a date on the church calendar
- Balance is due 90 days prior to an event

FEES FOR CONCERTS (Over 250 People)

- Worship Center: \$1000
- Audio/Visual Personnel: \$150
- Custodial: \$200
- Kitchen: \$150*

*Kitchen Fee includes 12 tables with table clothes. Kitchen may only be used by a professional catering service with a valid business license.

CANCELLATIONS:

Any cancellation less than 45 days prior to the event will result in a refund of 75%. We reserve the right to review unique circumstances on an individual basis.

PROCEDURES:

Any deviation from the procedures below must be approved in writing.

- The Building Usage Applicant and a Lifepoint Church Building and Grounds Representative will conduct a pre/post event walk-through.
- The Audio/Visual equipment may be rented for the event upon approval by the Worship Pastor and payment of AV Fees (see fee section).

building usage application

Lifepoint Church

PO Box 857/822 Scott St
Senatobia MS 38668
lifepointsenatobia.com
P (662) 562-4900

Office: 4294 Hwy 51 S
8 AM-5 PM M/Tu/Th
8 AM-2 PM W/F
F (662) 562-0452

Contact Information

Name (last, first, middle)

Address

City	State/Zip	Email	
Church Membership	Home Phone	Cell Phone	Work Phone

Event Information

Name of Event

Purpose of Event

Areas/Rooms Needed

Event Date	Beginning Time	Ending Time	# People Expected
------------	----------------	-------------	-------------------

Agreement

I have read the Building Usage Policy and Procedures for Lifepoint Church and agree to follow the procedures and policies stated within.

/ Yes / No

Signature

Date

This completed form, along with a fee deposit must be turned in to the Church Office to begin the process of confirming your event date.

...For Office Use Only...

Date Form Received ____/____/____

Form Received By _____

catering agreement

Lifepoint Church

PO Box 857/822 Scott St
Senatobia MS 38668
lifepointsenatobia.com
P (662) 562-4900

Office: 4294 Hwy 51 S
8 AM-5 PM M/Tu/Th
8 AM-2 PM W/F
F (662) 562-0452

It will be necessary to provide the Lifepoint Church Office with the following information at least 2 (two) weeks in advance of your event:

- Time schedule for the building and kitchen to be available for pre-event preparations.
- Time schedule for the building and kitchen to be available for the event to be catered.

Guidelines

Kitchen equipment MAY NOT be removed from the Lifepoint campus.

No food or beverages are allowed in carpeted areas of the Lifepoint campus.

All food must be stored in the kitchen – NO EXCEPTIONS.

The exhaust hood fan above the cooking equipment should be operating when food preparation is in progress.

Caterer will be responsible for any loss or damage of Lifepoint equipment or supplies.

Preparation of food outside of the specified kitchen area will not be allowed.

Caterers who fail to abide by these policies will be prohibited from future use of Lifepoint facilities.

The caterer must provide his/her own table linens, kitchen towels, soap, dishes, plastic bags, foil, disposable containers, etc. Lifepoint does not provide paper products, such as: plates, cups, napkins and silverware.

Agreement

I HAVE READ AND AGREE TO THE TERMS AND CONDITIONS OF THE CATERING GUIDELINES FOR LIFEPOINT CHURCH OF SENATOBIA, MS

Caterer Signature

Printed Name and Phone Number

Signature

Date

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to event.

building usage ROOM SETUP

Lifepoint Church

PO Box 857/822 Scott St
Senatobia MS 38668
lifepointsenatobia.com
P (662) 562-4900

Office: 4294 Hwy 51 S
8 AM-5 PM M/Tu/Th
8 AM-2 PM W/F
F (662) 562-0452

Event Name	Event Date	Time
------------	------------	------

Event will take place in:

Please have this set up by:	Date	Time
-----------------------------	------	------

Please check with the Church Secretary to confirm what time facilities will be available for setup.

Setup

Please use this page to indicate how you would like all tables and chairs to be set up by drawing them into the space below.

Contact Information

Primary Contact Person

Email Address	Phone Number
---------------	--------------

This form is to be completed and turned in to the Church Office NO LATER than 1 (one) month prior to the event date.