



RENTAL POLICY

REV. TERRY K. ANDERSON, SENIOR PASTOR

Rev. Carlos Washington, Associate Pastor

7034 TIERWESTER AVENUE * HOUSTON, TEXAS 77021 * (713) 748-7324 * www.lillygrove.org

RENTAL POLICY

TABLE OF CONTENTS

VISION.....	3
MISSION.....	3
GOALS	3

RENTAL INFORMATION

* <i>Purpose & Usages</i>	6
* <i>General Rules</i>	7
* <i>Operation Schedule</i>	8
* <i>Kitchen Guidelines</i>	9
* <i>Rental Reservations</i>	10
* <i>Rental Deposit</i>	10
* <i>Building Security</i>	10
* <i>A/V Equipment</i>	11
* <i>Special Accommodations</i>	12

RENTAL RATES

* <i>Worship Center Rates</i>	14
* <i>Family Life Center Rates</i>	15
* <i>A/V Equipment Rates</i>	17
* <i>Beverage Rates</i>	18

RENTAL PAYMENTS

* <i>Payments</i>	19
* <i>Forms of Payment</i>	19
* <i>Rental Cancellations</i>	20

CONTACT INFORMATION.....	21
--------------------------	----

VISION

Lilly Grove will be the facilitator of effective worship and evangelism, spiritual maturity and enrichment, and economic empowerment of its members and its surrounding community.

MISSION

Believing that the call of God to make disciples is our greatest privilege and responsibility, the Lilly Grove Baptist Church is committed to witnessing and worshipping God through a loving and friendly environment, stimulating Christian fellowship and growth, fostering spiritual maturity and reaching out to others in the community by lifting them spiritually, educationally and economically.

GOALS

We will achieve our vision and mission by:

- 1. Establishing and maintaining worship services geared toward providing regular spiritual enrichment opportunities for all members.*
- 2. Equipping and engaging all members in the task of witnessing and making disciples from among our families, friends, co-workers and acquaintances.*
- 3. Bringing the youth to a saving faith in Jesus Christ, teaching and training them in Christian ethics, church etiquette and Baptist doctrine, fostering growth in their personal relationship with Jesus Christ and challenging them to become involved in the Great Commission.*
- 4. Enhancing the spiritual maturity and Christianity productivity of all members of the church.*
- 5. Fostering the practice of biblical applications in the lives and circumstances of individuals and families.*

GOALS CONTINUED

6. *Implementing innovative ideas, programs and projects designed to enhance the well being and economic stature of each member.*
7. *Empowering African American males of all ages with educational and career development awareness, community networking skills and family appreciativeness so that they may achieve their maximum potentials as men and fathers.*
8. *Stimulating spiritual growth of young adults through emphasis on Bible Study, worship, stewardship, fellowship, outreach and care giving; with visions for continued growth of church and community.*
9. *Establishing benevolent activities and programs designed to address the dilemma of the disadvantaged.*

A light gray illustration of an open book with a pen resting on it, serving as a background for the title. The book is open, showing several pages, and the pen is positioned diagonally across the bottom left of the book.

RENTAL INFORMATION

PURPOSE & USAGES

The Church's facilities are available for individuals who have been a member of Lilly Grove for six (6) consecutive months or longer and who have demonstrated reasonable levels of faithfulness in stewardship.

The purpose of The WENDELL NEAL MEMORIAL FAMILY LIFE CENTER is to serve as a conducive and Christian platform enabling the Lilly Grove Missionary Baptist Church to:

- 1. Carry out the Great Commission of our Lord and Savior Jesus Christ as recorded in Matthew 28:18-20.**
- 2. Encourage and direct the youth to a saving faith in Jesus Christ, teaching and training them in Christian ethics, church etiquette and Baptist doctrine, fostering growth in their personal relationship with Jesus.**
- 3. Implement innovative ideas, projects and programs designed to address the basic economic and social needs of the community.**
- 4. Empower individuals to achieve maximum potential in all relationships by assisting with job opportunities, providing educational avenues and career development counseling.**

GENERAL RULES

The church facility is a sacred place and thus must be respected as such. Therefore, please observe the following at all times:

- No profanity is allowed at any time on the property.
- No smoking is allowed inside of the building at any time.
- No Alcoholic beverages are allowed on the premises at any time.
- Non-prescription/illegal drugs are not allowed on the premises at any time.
- Food and drink are allowed only in the kitchen/cafeteria areas; never in the sanctuary, hallways, restrooms, or Multi-Purpose Room (*during game or activities*)
- No one is allowed to wear shorts in the sanctuary. Men and women should be dressed appropriately. Individuals dressed inappropriately, will not be allowed on the premises.
- No children are allowed in the hallways or classrooms during games or activities, and must be supervised at all times.
- The Maintenance Staff are the only persons authorized to operate the mechanical equipment, including the Microphone system.
- No dancing or music other than classical or gospel will be allowed during scheduled events and activities in the Facility.
- Decorations must be approved and removed from the building(s) immediately after all events.
- Decorations are to be self-supporting. No tape, no tacks, no nails, no pins, or any glue are allowed at any time to be used on church walls, furniture, or floor.

OPERATION SCHEDULE

All formal events will be administratively scheduled and directed through the Church Administration Office.



Church Administration Office

HOURS OF OPERATION

MONDAY - FRIDAY ♦ 9:00-4:30 P.M.

- *Events - Based upon each individual case.*
- *All renting events held in the Family Life Center must end no later than 10:00 p.m.*
- *All Saturday events held in the Worship Center must end by 5:00 p.m.*

KITCHEN GUIDELINES

If your group or auxiliary plan to use the kitchen facilities before, during, or after your scheduled meeting, please remember to schedule ample time for both the meeting and use of the kitchen facility. The requested time for use of the building must include the time for the use and cleaning time of the kitchen.

All Auxiliaries, Deacon Family Ministries, and Renting Groups using the kitchen are responsible for CLEANING it after every use.

- *Removal of all left-over foods, personal utensils, and decorations*
- *Empty Trash*
- *Sweep & Mop Floors*
- *Clean both Stove & Oven*
- *Clean Microwave*
- *Clean & Empty Sinks*
- *All items used must be placed back in their designated places*



RENTAL RESERVATIONS

It is the responsibility of the Designated Contact to inform all individuals of these policies. A “**RENTAL POLICY AGREEMENT**” is required, in agreement and compliance of the stated policies. Reservations for the building will be considered firm when the “**RENTAL POLICY AGREEMENT**” has been completed and signed by both the renting party and the Administration Office, along with the “**REFUNDABLE SECURITY DEPOSIT**”.



RENTAL DEPOSITS

During the signing of the contract, a \$100.00 “**REFUNDABLE SECURITY DEPOSIT**” is required to guarantee the use of the facility. This deposit will be allocated in addition to your rental rate for protection against any damages of property; this deposit will be refunded at least 2 weeks after the event to ensure that damages are covered. If damages are discovered, the Church Officers will inform your designated contact person to discuss the problem and solution.

BUILDING SECURITY

Building Security is provided for all parties including 100 persons or less. One security guard is required per every 100 persons attending the function.

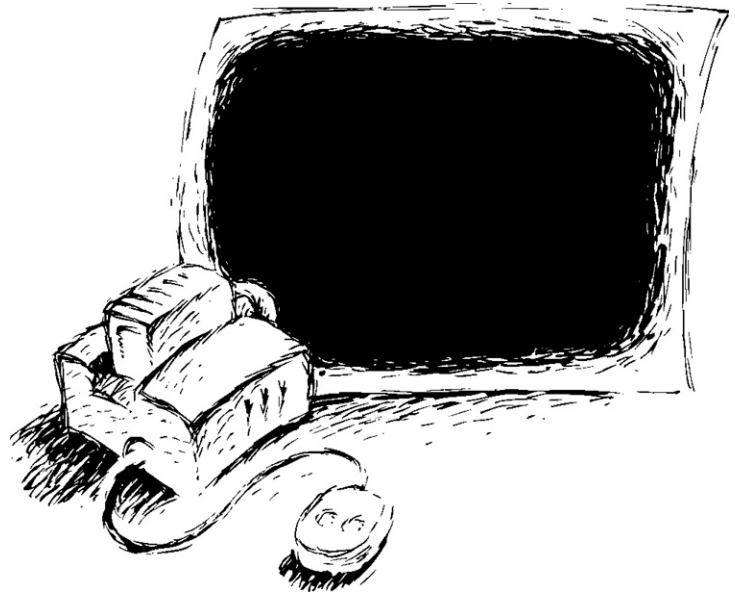
Due to the increase of costs for security guards, the officers and governing body of the Lilly Grove Missionary Baptist Church has decided Effective December 1, 2006, all renting customers will be charged a rate of \$35.00/hr per security officer for their rental events/engagements. This fee will be included in your rental rate, unless proper documentation can be provided that you will provide adequate security for your renting event.

A/V EQUIPMENT

A/V Equipment may be available for rental events. Prices may vary upon the items needed. Below is a listing of some equipment that can be rented.

(See Rental Rates for A/V Fees & Rates)

- *TV with VCR/DVD*
- *Computer (Desktop)*
- *Projectors*
 - *A/V Projectors*
 - *Overhead Projectors*
- *Enfocus Projector*
- *Small Screen*
- *Large Screen*
- *Microphones*
 - *Wired*
 - *Wireless Handheld*
 - *Wireless Lapel*



SPECIAL ACCOMMODATIONS

The Lilly Grove Missionary Baptist Church has permitted use of the facility for both Lilly Grove Church auxiliaries as well as other external usage.



SCOUTS

The W. L. Davis Boy Scout Troops and Girls Scouts are not auxiliaries of the church; they are sponsored by Lilly Grove and will be given the opportunity to utilize the facility as an auxiliary.

Organizations, that are established solely for the purpose of supporting Lilly Grove in scholarships or other contributions, but *are not auxiliaries of the church*, may also utilize the facility as an auxiliary, for *no more than two events per calendar year*. These organizations must support the church with scholarships or contributions of \$500.00 or more per year to continue such privileges.

Lilly Grove also supports and encourages community involvement and, therefore, will allow the **NEIGHBORHOOD CIVIC ORGANIZATIONS** to continue to meet at our facility at a discounted rental rate. Other organizations, such as the **HOUSTON AREA FIELD MISSIONARY SOCIETY** and the **CITYWIDE BROTHERHOOD**, who have rotating use of other area churches, **will not** be assessed a rental fee.



Community



RENTAL RATES

WORSHIP CENTER

RENTAL RATES

	<u>RATE</u>
<u>SANCTUARY</u> (WEDDINGS - <i>Members only</i>)	\$600.00
<u>MEDIA SANCTUARY</u> (WEDDINGS - <i>Members only</i>)	\$450.00
<u>MEDIA SANCTUARY & KITCHEN</u>	\$200.00
<u>MEDIA SANCTUARY /MP ROOM & KITCHEN</u>	\$300.00
<u>MULTI-PURPOSE ROOM (Only)</u>	\$100.00
<u>MULTI-PURPOSE ROOM & KITCHEN</u>	\$150.00
<u>CONFERENCE ROOM (2 Hr Min.)</u>	\$40.00/hr
<u>CLASSROOM (2 Hr Min.)</u>	\$25.00/hr



FAMILY LIFE CENTER

RENTAL RATES

	<u>RATE</u>
<u>*BANQUET ROOM ONLY</u>	\$625.00
<u>USE OF ½ OF BANQUET ROOM</u>	\$325.00
<u>BANQUET ROOM + KITCHEN</u>	\$750.00
<u>USE OF ½ OF BANQUET ROOM + KITCHEN</u>	\$400.00
<u>*CONFERENCE ROOM</u>	\$375.00
<u>USE OF ½ OF CONFERENCE ROOM</u>	\$200.00
<u>CLASSROOMS, Small (1 section)</u> <i>(rate per hour, 2 hrs. min.)</i>	\$65.00
<u>CLASSROOMS, Med. (2 sections)</u> <i>(rate per hour, 2 hrs. min.)</i>	\$100.00
<u>CLASSROOMS, Large (3 sections)</u> <i>(rate per hour, 2 hrs. min.)</i>	\$125.00
<u>COMPUTER LAB</u>	\$250.00

FAMILY LIFE CENTER

RENTAL RATES

**MULTI-PURPOSE ROOM (3 hour minimum)	<u>RATE</u>
○ As a basketball facility (3 hour minimum)	\$125.00/hr.
○ As a banquet hall; 450 seating capacity	\$1000.00
○ <i>Use of ½ of room as a banquet hall</i>	\$600.00
○ Used for Seminars/Trainings	\$900.00
○ <i>Use of ½ of room for Seminars/Trainings</i>	\$500.00
○ As an auditorium, 600 seating (3 hr. min.)	\$700.00
○ <i>Use of ½ of room as an auditorium</i>	\$350.00
<u>CHINA - INDIVIDUAL TABLE GLASS SETUP:</u> (Plate, Saucer, Cup, Knife, Folk, Spoon, Glass)	\$7 per person
<u>LINEN: TABLE CLOTHS/SKIRT</u>	\$12.50 each
<u>LINEN: NAPKINS: 20" X 20"</u>	\$ 2.50 each
<u>CHAFING DISH</u>	\$20.00 each
<u>CENTERPIECE WITH SMALL CANDLE</u>	\$9.00 each
<u>CENTERPIECE WITH LARGE CANDLE</u>	\$12.00 each
<u>MUSICAL INSTRUMENTS:</u> (Piano, Keyboard, or Organ)	\$30.00/hr (2 hr. min.)

* When renting the Banquet Room, Conference Room or Multi-Purpose Room for an event, along with the use of a classroom; A 50% discount will be granted toward the classroom [RENTAL FEE](#) listed above.

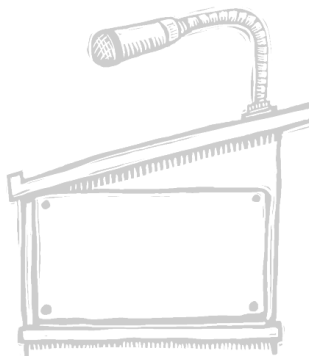
** Multi-Purpose Room + Use of Kitchen = an additional \$175.00

A/V EQUIPMENT

RENTAL RATES

	<u>RATE</u>
• A/V PROJECTORS	\$200.00/each <i>Per Event</i>
• A/V TV (DVD/VHS)	\$ 50.00/each <i>Per Event</i>
• A/V WIRELESS HANDHELD MICROPHONE	\$ 90.00/each <i>Per Event</i>
• A/V WIRELESS LAPEL MICROPHONE	\$ 90.00/each <i>Per Event</i>
• COMPUTER (<i>Desktop</i>)	\$ 25.00/each <i>Full Day</i> \$ 15.00/each <i>Half Day</i>
• OVERHEAD PROJECTORS	\$ 40.00/each <i>Per Event</i>
• SCREENS (<i>Standard</i>)	\$ 30.00/each <i>Per Event</i>
(<i>Large: 115W X 76H</i>)	\$100.00/each <i>Per Event</i>
• WIRELESS INTERNET	\$ 40.00 <i>Per Event</i>

Technical Support will only be provided for LGMBC Equipment



BEVERAGES

RATES

ASSORTED JUICE BOTTLES

\$1.50 Each

ASSORTED SODAS

(Coke, Diet Coke, Sprite, Dr Pepper, Diet Dr Pepper, 7UP)

\$1.50 Each

INDIVIDUAL BOTTLE WATER

\$1.00 Each

COFFEE SERVICE

(Regular & Decaffeinated Coffee)

\$2.00 per guest





RENTAL PAYMENTS

PAYMENTS

During the signing of the contract, a “REFUNDABLE SECURITY DEPOSIT” is required to guarantee the use of the facility. This required deposit of \$100.00 will be allocated for protection against any damages of property.

The Balance of the rental rate must be paid fourteen (14) calendar days prior to the event, unless special arrangements have been made with the Administration Office or the Church Officers.

If an event last longer than the maximum 4 hours, an additional \$150.00 fee will be charged beginning 15 minutes after the hour. This fee is due immediately.

Payments May be Paid: (In Person)

*Lilly Grove Missionary Baptist Church
Wendell Neal Memorial Family Life Center
ADMINISTRATION OFFICE
3505 Alice Street * Houston, Texas 77221*

Payments May be mailed to:

*Lilly Grove Missionary Baptist Church
C/O: ACCOUNTING DEPARTMENT
7034 Tierwester * Houston, Texas 77021*

Checks should be made payable to:

LILLY GROVE MISSIONARY BAPTIST CHURCH

** A Fee of \$35.00 will be charged for all returned checks.*

FORMS OF PAYMENT

★ Cash

★ Check

★ Money Order

★ Credit Card

RENTAL REFUNDS/CANCELLATIONS

*The “**REFUNDABLE SECURITY DEPOSIT**” will be refunded at least 2 weeks after the event to ensure that damages are covered. At the time of refund, the Administration Office will submit a request to the Church Finance Department for a check to be generated. The refund check can either be mailed to the Designated Contact or picked up at the Church Administration Office*

If a refund is needed due to cancellation of an event, fourteen (14) calendar day written notification is required to be given to the Facilities Manager or the Administrative Assistant. If notification of cancellation is not received in the requested time frame, a percentage of your rental rate will be applied.

The Rental Deposit to secure the date will be forfeited if a cancellation of an event occurs less than fourteen (14) calendar days before the event.

CONTACT INFORMATION

(713) 748-7324

WORSHIP CENTER

- 203 Kimberly Denkins, *Church Secretary*
- 204 Finance Department
- 205 Rev. Carlos Washington, *Associate Pastor*
- 206 Earnest Lofton, *Minister of Music*
- 207 Audio Ministry
- 208 TV Ministry
- 210 Lobby
- 211 Kitchen
- 213 Conference Room
- 214 Copy Room (*Church Office*)
- 216 Rudy Thompson, *Church Accountant*
- 220 Pastor Terry K. Anderson
- 228 Arthur Holmes, *Director of Music*

FAMILY LIFE CENTER

- 209 Terrance Williams, *IT*
- 212 Mark Burkley, *Minister of Outreach*
- 215 Charntae Bedford, *Administrative Assistant*
- 217 Viola "Mickey" Davis & Maintenance
- 218 Lobby @ Front Door
- 219 Christian Education
- 221 Kitchen & Banquet Room
- 222 Hazel Kimble, *Church Business Administrator*
- 224 Conference Room
- 226 Rev. Trey Thomas, *Staff Minister*
- 227 Jason Brown, *Director of Youth & Children*
- 235 Pastor Terry K. Anderson
- 236 Sandra Scott, *Administrative Assistant*
- 237 Copy Center