



UrbanSpirit/KB Ministries Inc.
PO Box 11434
Louisville, KY 40251
www.urbanspirit.org

UrbanSpirit Building Use Policy

This policy applies for short-term use when UrbanSpirit provides no program leadership.

FEES:

1. For Organizational Events
 - o Church Day use:
 - \$250/day or part of a day for basement facilities (fellowship hall, dining area and kitchen).
 - \$250 for use of sanctuary
 - o Church Overnight: \$350 per dorm, including use of basement dining room and kitchen.
Each Dorm has 30 bunks arranged among 4-5 rooms, with one quad bath/shower room. Groups may choose to rent one dorm or, when available, both dorms.
 - o For Family or Personal Events (weddings, graduation parties, etc)
 - \$600 for one-day access and use, sanctuary and restrooms only.
 - \$500 for basement facilities.
 - For Mission Groups working with our Partner Agencies
 - o Dorm lodging: \$15 per night per person, includes use of the kitchen and dining room.
 - o Any group of 30 or fewer, regardless of gender, will be housed in one dorm (described above).

SPECIAL NOTES FOR WEDDINGS:

- A brief rehearsal the night before is assumed and included in the fee.
- For rehearsal dinners or any event including food, you must book the kitchen and dining room.
- Basement may be used as dressing area for no additional cost. Dormitories may be used as dressing area for \$100 each.
- There is no sound system available.
- The facility will be open 4 hours before the event for decorating.
- The sanctuary seats 400; the fellowship hall accommodates 250 with tables and chairs. UrbanSpirit has tables and chairs for about 100, which are available for use.

IMPORTANT NOTES:

1. All fees are paid in advance. A non-refundable deposit of \$250 is required to reserve a space. Once the date is confirmed, the balance is due immediately. Reservations will not be held more than 15 days past the confirmation date if payment is not received.
2. Events cancelled within 30 days of reserved use are not subject to refund. Events cancelled 30 days or more in advance will be refunded at 75 percent of the total cost less the deposit. Events cancelled due to prohibitive weather will be compensated with a voucher toward a future UrbanSpirit event.
3. Groups may bring their own food. All food and drink are restricted to the church basement. Violation may result in cleaning and pest control bills.
4. For groups desiring that UrbanSpirit provide food, cost is determined on a per person basis.
5. For mission groups wanting to share a Friday night prepared meal at UrbanSpirit, cost is \$5/person (when available).
6. A damage/cleaning deposit may be required, as follows: Dorms, \$100 each. Basement and sanctuary, \$300 each. House, \$100 per floor. Any group causing damage to the space, (including but not limited to windows, mattresses, dishes, furnishings, fixtures, walls, wall or window coverings, air conditioning units, fire extinguishers, smoke detectors, toilets or showers) or failing to clean the space before departure, will forfeit the deposit, and may be billed for additional costs.
7. Smoking, weapons or drugs are not permitted in any part of the facility. Violation will result in forfeiture of damage deposit, additional cleaning bills, and immediate termination of the event. Illegal activities will be subject to prosecution.
8. Unless otherwise arranged, all groups should provide their own towels, toiletries, bedrolls and pillows. Toilet paper is provided.
9. For an organization rental, the sponsoring agency should obtain and submit to us a Certificate of Insurance naming UrbanSpirit as "also insured" showing auto and general liability coverage for your group members.

PAYMENT: Payments may be made by check, cash or money order to UrbanSpirit, PO Box 11434, Louisville, KY 40251. Payment may also be made by credit card. A surcharge of 3% will apply. (Call or email to arrange.)

REFUND POLICY: Upon receipt of your \$250 deposit and your requested dates, we will respond immediately to confirm the available date, after which time your fees are refundable per the facilities use policy. If your date choice is not open, you can opt to choose another date or have your payment returned.

Please initial



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Facilities Use Agreement

Short-term use with no program leadership.

Name of Group: _____

Address: _____

Contact Person: _____

Phones: _____ E-mail _____

Transportation: We expect to arrive by ___ van/ car ___ air ___ other:

Travel Dates: arriving _____ departing _____

Number in group: ___ youth ___ adults ___ TOTAL

Type of Event: _____

Space we want to rent: ___ dorm(s) ___ sanctuary ___ basement (fellowship hall, dining room, kitchen)

MEALS

___ We'll bring and prepare our own food.

___ We'd like to talk with someone about having meals prepared.

___ We'd like to participate in Friday evening group meal, if that is available.

LIABILITY STATEMENT:

UrbanSpirit/KB Ministries Inc WILL NOT PROVIDE OR ASSUME ANY RESPONSIBILITY FOR:

1. Security guards in the facilities or on the grounds
2. Medical service/personnel at the church and/or transportation to a medical facility.
3. Adult Leaders such as advisors, chaperones, counselors, program leaders, chaplains. UrbanSpirit will provide only the facility for your group to conduct a retreat and or missions projects under the auspices of a neighboring agency.

Therefore UrbanSpirit and its Board of Trustees will not be held responsible for any physical injury, medical need or loss of personal property of any group or individual staying on UrbanSpirit facilities. All security and watch care are the responsibility of the leadership of any visiting group or individual.

Additionally, in signing below on behalf of your sponsoring congregation or agency and individual participants, you release UrbanSpirit, its Trustees, staff and volunteers, from any and all claims resulting from injury or damage that may be sustained by any person in your group while staying at or engaging in any activities at our facility.

I acknowledge I have read and understand the liability statement and accompanying policy, and agree to adhere to the content therein.

 Signature Date

Submit: Make sure page 1 is initialed and page 2 is signed. Then, return this form (both pages) with \$250 deposit to: UrbanSpirit, PO Box 11434, Louisville, KY 40251