

# *Rising Star Baptist Church*

*4216 Avenue M Fort Worth, TX 76105  
Rev. Ralph W. Emerson, Jr., Senior Pastor/Teacher*



## *RSBC Rental Form*

For more information, please call 817-536-5461 ext 10

# Rental Fees Athletic & Other Events

## Rental Fees Athletic & Other Events

Athletic Practice	\$ 75.00 per hour Full Court \$ 50.00 per hour Half Court
Scorekeeper (Clock) included	\$ 25.00 per game
Recreational & Athletic Events	\$100.00 per hour *
All concessions stands are church sponsored, <b>NO EXCEPTIONS</b>	

Locations	Member	Non-Member
Sanctuary ONLY	\$400.00	\$500.00
Sanctuary & Fellowship Hall	\$500.00	\$600.00
Fellowship Hall Only	\$150.00	\$250.00
Kitchen	\$75.00	\$100.00
Chapel	\$300.00	\$400.00
Chapel & Fellowship Hall	\$400.00	\$500.00
Favor Center/Gymnasium	\$400.00	\$500.00
Rotunda or Game Room	\$ 50.00	\$150.00
Wedding Rehearsal	\$150.00	\$250.00
Musician- (Rehearsal & Wedding/Funeral/Special Events)	\$200.00	\$300.00
Drummer- (Funerals, Weddings or Special Events)	\$75.00	\$100.00
Sound Technician	\$100.00	\$200.00
Pre-Marital Counseling	Love Offering from Couple	Love Offering from Couple
Pastor's Honorarium (Performing & Rehearsal)	\$200.00	\$200.00
Dancers (per dancer)	\$25.00	\$25.00
Soloist	\$50.00	\$50.00
Coordinator - All weddings at RSBC must be reviewed by the RSBC Coordinator	\$200.00	

## Rental Information

- All events that require room set up of chairs will require 2 additional staff persons at \$50.00 per staff person for the Favor/Gymnasium
- All rentals require a \$250.00 refundable security deposit. Deposits are returned after facility has been inspected by facility staff within two weeks. No date is held until deposit is made.
- A deposit of 50% of estimated total cost of the event must be paid to the church when reservation is made and the balance paid to the church two (2) weeks prior to the event. **Make all checks payable**

to Rising Star Baptist Church. All fees must be paid prior to the start of the event.

- No events held in the church can be revenue making. This requires special approval and reviewed by legal counsel.
- All rentals require the renter to release the Rising Star Church, its members, agents and Board of any and all liabilities and claims that are associated with your events.
- Cancellation Fees - If the event is cancelled seven (7) days prior to date, you will lose \$100 of your deposit. If cancelled less than seven prior to the date, you will lose the FULL deposit.

The Rising Star Church reserve the right to refuse the use and or rental of Rising Star facilities to any person, group and organization that express, demonstrate and practice that which is in conflict with the biblical position of the church. **(No alcoholic drinks to include wine or champagne is allowed).**

### No hip hop dancing.

Decoration plan must be submitted for approval (2) weeks prior to wedding/event. All decorations and equipment must be removed immediately after event or a removal charge of \$75 will be deducted from the deposit.

Florists, companies or individuals who decorate the reserved area will be **responsible for any and all damages of any kind caused by their employees or/ and their equipment.**

Whenever candles are used, they must be of drip-less vanity and must be in candelabras, which will catch and obtain all drippings and the floor must be thoroughly protected. The florist or bridal party will be directly responsible for cleaning any wax from all floor coverings and furniture in every case.

**Under no conditions will decorations be attached to the pews or other furniture nothing can be attached to walls by pinning, gluing, nailing or scotch tape.**

All facilities must be left **"Broom Clean"** after removal of flowers, candles, etc. (In the event that extra help is required by the church to put facilities back into their usual conditions, the amount charged will be deducted from the security deposit).

Air-conditioning or heating will be turned on only at a reasonable time before any scheduled event (in any case, not more that two (2) hours in advance). Florists should note this and not bring flowers too early. If it is desired for earlier operation of air-conditioning or heat, it may be provided at an extra charge of \$50 per hour.

**RISING STAR BAPTIST CHURCH**  
**OUTSIDE GROUP RESERVATION**

Today's Date: \_\_\_\_\_

PERSON MAKING RESERVATION: \_\_\_\_\_

PERSON IN CHARGE OF GROUP (if different): \_\_\_\_\_

ORGANIZATION: \_\_\_\_\_

ADDRESS/CITY/ZIP: \_\_\_\_\_

CONTACT PHONE: \_\_\_\_\_ OTHER PHONE: \_\_\_\_\_

DATE (S) & TIME FACILITY IS NEEDED: \_\_\_\_\_

Alternate: \_\_\_\_\_

ESTIMATED TIME OF ARRIVAL: \_\_\_\_\_

TOTAL NUMBER OF PERSONS IN GROUP: \_\_\_\_\_

**ROOMS/AREA DESIRED**  
(Please Check)

____ CHAPEL	FEE _____	X _____	hrs = _____
____ GAME ROOM	FEE _____	X _____	hrs = _____
____ FAVOR CENTER (GYMNASIUM)	FEE _____	X _____	hrs = _____
____ FELLOWSHIP HALL	FEE _____	X _____	hrs = _____
____ SANCTUARY	FEE _____	X _____	hrs = _____
____ OTHER	FEE _____		

**Note: Fees are based upon a 2-hour usage of facilities. Additional time will be billed at an hourly rate.**

**Please return this Reservation Form and a security deposit of \$250.00 to: Rising Star Baptist Church @ 4216 Avenue M, Fort Worth, TX 76105. The balance of all fees must be paid two (2) weeks prior to event. Deposit will be held until facilities are examined for damage. Reservation is not confirmed until signed Reservation Form is received.**

**I understand that I am responsible for repair and/or cleaning of facility or equipment if damaged by my group.**

\_\_\_\_\_  
Owner/Representative

\_\_\_\_\_  
Person in charge of Group

