



VALLEY CHURCH
West Des Moines, IA

Reservation Agreement

Valley Church agrees to rent the space indicated below to _____, for the purpose described below.

Please submit payment along with a signed copy of this Reservation Agreement prior to the event. Make checks payable to Valley Church and mail to 4343 Fuller Rd. West Des Moines, IA 50265.

Event Date: _____ **Time:** _____

Purpose of the Event: _____

Room(s): _____

DESCRIPTION	QUANTITY	HOURS	RATE	AMOUNT
Auditorium				\$ -
Chapel				\$ -
Medium Sized Rooms: (Student Ministry, East Central Station, West Central Station, Courtyard Hall, Northpoint)				\$ -
Classrooms: (C1, C2, C3, C4/5, C6/7, C8, C9, C10, C11, Nurseries, Welcome Center, Family Room)				\$ -
Kitchen				
Limited Use (no cooking or use of equipment)				\$ -
Full Use (included dishwasher)				\$ -

ROOM TOTAL: \$ _____ -

AUDIO / VIDEO NEEDS: _____

CLEANING FEE: _____

OTHER (____): _____

TOTAL RENTAL FEES: \$ _____ -

Special Notes or Instructions:

- Allow ample time for you to set up your room to your specifications. The tables, chairs, equipment, etc., will be in the room for you to set up.
- Should you encounter any problems during your event, please contact Mike Burkey at 770-9973.
- We want to ensure that our facility is ready to use for the next group. Please use this checklist to help you make sure the room you used is left as you found it. All cleaners, vacuums and trash liners are provided by Valley Church and included in your rental fee.
 - ✓ Tables wiped off.
 - ✓ Tables, chairs and other furniture returned to where they were when you arrived.
 - ✓ Crumbs and debris vacuumed with vacuum provided.
 - ✓ Trash removed from the room and taken to the dumpster located outside on the north (back) side of the building.
 - ✓ Lights shut off, including hallways and restrooms. Please be considerate of other groups using the same areas if you are not the last one in the building.

My signature below indicates

- *I am authorized to represent the organization listed below. (If applicable.)*
- *I have read the Facility Use Guidelines in full and I/the organization agrees to abide by it.*
- *I realize that I/ the organization is responsible for all damages that are incurred by using these facilities and agree to reimburse Valley Church for any damage to the property caused by the organization and/or guests.*
- *To the extent permitted by law, the organization or individual signing below agrees to indemnify and hold harmless Valley Church, its directors, officers, employees, and agents from all liability as a result of the conduct of the organization, individual or guests.*

Organization: _____

Contact Name: _____ Phone Number: _____

Signature: _____ Date: _____

Email Address: _____ Mailing Address: _____

By checking this box I confirm that I am at least 18 years of age and (if applicable) an authorized signature of the organization.