

Revised: April 28, 2025 (DMCS)

**APPLICATION FOR FACILITIES RENTAL / LEASE AGREEMENT
AND**

**APPENDIX A
FACILITY USE AGREEMENT SCHEDULED DATES & TIMES**

Applicant Required Information

West Hunter Street Baptist Church Facility Use Agreement

1040 Ralph David Boulevard SW

Atlanta, Georgia 30310-1810

404-758-5563

Email Address: infowhsbc@gmail.com Website: whsbc.com

Please fill in and complete all areas that are applicable.

Requested Date: _____ Start Time: _____ End Time: _____ Please Circle: Profit or Non-Profit

I (We) request the use of the: _____ Main Sanctuary _____ Pettagru Dining Hall _____ Butts Fellowship Hall _____ Abernathy Activity Center Name of Organization: _____

Person responsible for payment: _____ Email Address: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Phone Number(s): Home _____ Work: _____ Cell: _____

Type of Event (e.g., Birthday Party, Meeting Dinner, Reception): _____ Expected number of attendees: _____

Chairs Needed? Yes _____ No _____ Number of chairs requested _____ Tables Needed? Yes _____ No _____ Number of tables requested _____

Please Note: Linens will not be supplied.

The _____ monetary fee includes the cleaning of the rental space before and after the event. A deposit of 50% of the total Facility Use fee should be submitted with the signed agreement with the balance due 5 days before the start date.

Facility Rental	Church Member	Deposit	Non-Member	Deposit
Sanctuary Only	\$300.00	\$150.00	\$800.00	\$400.00
Kitchen and/ or Dining Room	\$350.00	\$175.00	\$650.00	\$325.00
Sanctuary and Dining Room	\$650.00	\$325.00	\$1450.00	\$725.00
J.R. Butts Fellowship Hall	No Charge	N/A	\$200.00	\$100.00
*Abernathy Activity Center	\$100.00		\$100.00 per hour	
*Abernathy Activity Center Guidelines and Fees: Additional service as requested: Sound \$125.00 Church Member: Deposit \$200.00 when agreement signed; Refundable fee of \$100.00, if facility is left clean. Non-Member- Minimum usage is two (2) hours; Deposit is \$300.00 or 50% (or whichever is greater) of the cost of the Facility Use and is due when agreement is signed. The cleaning of the facility is the responsibility of the renter.				

Note: Any items not belonging to the church will be stored for no more than 10 days. If arrangements have not been made to remove the items, WHSBC will dispose of the items at its discretion.

I(We) the undersigned agree to indemnify and hold West Hunter Street Baptist Church, its officers, and members harmless from and against any, damages, losses, suits and claims against West Hunter Street Baptist Church, and by third parties arising from conduct by the undersigned and/ or their guests, during the use of West Hunter Street Baptist Church facilities under this agreement.

I(We) have read and received a copy of the West Hunter Street Baptist Church Facility Use Policies and Procedures and agree to the terms and total payment of _____ to West Hunter Street Baptist Church for the contractual choices made above.

SIGNATURE AND DATE - The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signature below.

Person(s) responsible for payments

Signature

Date

To Be Completed by West Hunter Street Baptist Church:		
Deposit Amount Paid:	Date Received:	Received By:
Balance Amount Paid:	Date Received:	Received By:

West Hunter Street Baptist Church

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LEASE AGREEMENT

PARTIES

This Lease Agreement (hereinafter referred to as the "Agreement") is entered into on _____ (the "Effective Date"), by and between **West Hunter Street Baptist Church**, with the address **of 1040 Ralph David Abernathy Boulevard SW, Atlanta, Georgia 30310-1810**, (hereinafter referred to as the "Lessor") and _____, with the address of _____, (hereinafter referred to as the "Lessee") (collectively referred to as "Parties").

PREMISES, USE AND OCCUPANCY

The premises that are to be leased by the Lessor are located at (address) 1040 Ralph David Abernathy Boulevard SW, Atlanta, Georgia 30310-1810, The premises are to be used for commercial purposes only.

TERMS and COMPENSATION

This Agreement will be valid for a period of _____. At the end of the Agreement's term, it will not be automatically renewed for a new term. The monthly lease to be paid by the Lessee to the Lessor is _____. It is to be paid by the Lessee before the first day of every month, so that the first lease payment is due on _____. Designated dates and times for lease agreement will be provided with the lease agreement on the attached form Appendix A for the church office.

FURNISHINGS AND ROOMS

The premises leased under this Agreement contain the following furnishings and rooms:

INDEMNIFICATION

a. **The Lessee agrees to indemnify and hold Lessor, (West Hunter Street Baptist Church, its officers, and members) harmless from and against any and all injuries, damages, losses, suits, and claims against Lessor,** and by third parties arising from conduct by the (Lessee)/ undersigned and/ or their guests during the use of West Hunter Street Baptist Church facilities under this agreement.

b. The Lessee agrees to secure and pay for security for their organization as part of this lease agreement.

c. The Lessee has read and received a copy of the West Hunter Street Baptist Church Facility Use Policies and Procedures and agree to the terms and total contractual payment to be made payable to West Hunter Street Baptist Church.

GOVERNING LAW

This lease shall be governed by and interpreted pursuant to the laws of the State of Georgia.

SIGNATURE AND DATE

The Parties hereby agree to the terms and conditions set forth in this Agreement and such is demonstrated by their signature below.

LESSOR

Name: West Hunter Street Baptist Church

Signature: _____

Date: _____

LESSEE

Name: _____

Signature: _____

Date: _____

APPENDIX A
West Hunter Street Baptist Church
1040 Ralph David Boulevard SW
Atlanta, Georgia 30310-1810
404-758-5563

Email Address: infowhsbc@gmail.com Website: whsbc.com

Facility Use Lease Agreement
Organization/ Group Scheduled Dates and Times for Facility Use

To be completed and signed by the lessee upon signing the lease agreement.

Facility Use Dates	Scheduled Times (Start and End Times)	Organization/ Event	Room(s)

Lessee agrees to adhere to the scheduled dates and times according to the lease agreement.

SIGNATURE AND DATE

Lessor

Name: West Hunter Street Baptist Church

Signature _____

Date: _____

Lessee

Name: _____

Signature: _____

Date: _____

