

Faith Christian Fellowship Facility Rentals

Address: 860 Bancroft Rd, Walnut Creek, CA

Website: faithfellowship.com/rentals

Contact: info@faithfellowship.com

925-433-2832

Faith Christian Fellowship welcomes the responsible use of our facilities for community events, weddings, memorials, meetings, and celebrations. We seek to offer fair rates that bless our neighbors while supporting the stewardship of our buildings and equipment.

Rental Rates

Facility	Capacity	Hourly (up to 4 hours)	Half Day (≤5 hrs)	Full Day (≤6 hrs)	Notes
Worship Center	Seats ~350	\$200/hr	\$600	\$850	Includes projection, lighting, and sound system. AV tech required if using church equipment.
Fellowship Hall	Seats ~150 (100 at tables)	\$100/hr	\$400	\$600	Includes tables, chairs, and kitchen access (for serving, not cooking).
Both Spaces (Package)	—	\$275/hr	\$700	\$1,000	Ideal for weddings, conferences, or large gatherings.

Fees & Deposits

Item	Amount	Details
Refundable Damage Deposit	\$300	Returned after inspection if no damage or excessive cleaning needed.
Cleaning Fee	\$150	Covers janitorial service post-event. Required for any food event.
AV Technician Fee	\$75/hr	Required when using church sound or projection systems.
FH Sound System	\$50/event	Will be set up and taken down by FCF AV technician, technician not required for use.
Kitchen Use (Cooking/Prep)	\$100 flat	Includes refrigerator (if space is available, church use takes priority), ovens, and serving area. Must clean after use.
Site Host (if required)	\$50/hr	For large or late-night events at church discretion. Events going beyond 9pm qualify as late-night.

Contact & Booking

To inquire or reserve, please complete the Facility Rental Request Form at faithfellowship.com/rentals or email info@faithfellowship.com

Faith Christian Fellowship – Facility Rental Agreement

Address: 860 Bancroft Rd, Walnut Creek, CA

Contact: info@faithfellowship.com | 925-433-2832

Website: faithfellowship.com/rentals

Event & Renter Information

Event Name/Description: _____

Organization (if applicable): _____

Renter Name: _____

Phone: _____

Email: _____

Address: _____

Event Date:

Event Time:

Total Hours Reserved:

Space Being Rented:

Additional Considerations

Additional Requests (check all that apply):

- ☐ Cleaning Fee (if applicable): \$150 ____
- ☐ Kitchen Use – Cooking/Prep (if applicable): \$100 ____
- ☐ Paper plates, plastic cutlery, napkins, cups: \$30/50 guests ____
- ☐ AV Technician (\$75/hr): ____
- ☐ Other: _____

Refundable Damage Deposit: \$300

Payment Terms

Deposit due at booking.

Remaining balance due before the event.

Policies & Conditions (Summary)

Event must not contradict FCF's mission and values.

Renter responsible for setup and cleanup unless directed otherwise.

Renter assumes liability for damages or injuries.

Church AV systems require an FCF technician.

Quiet hours apply from 9pm-9am. No loud music, or shouting will be permitted during quiet hours.

No smoking, vaping, illegal substances, or unapproved alcohol.

Adult supervision required, especially for minors.

Cancellation policy applies as stated in full FCF policy.

Agreement

Renter Signature: _____ Date: _____

FCF Representative: _____ Date: _____

FCF Rental Policies/Instructions

Welcome

Thank you for renting space at Faith Christian Fellowship (FCF). We're glad to host your event and ask that you follow the instructions below to help us care well for our facilities and serve future guests.

These instructions apply to all renters unless otherwise directed by church staff or your site host.

General Expectations

- Treat the building, furnishings, and equipment with care.
 - Follow the directions of any on-site FCF staff or site host.
 - Stay within the rooms and spaces approved for your rental.
 - Return all spaces to their original condition before leaving.
 - Ensure all children are supervised during your event.
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Furniture: Chairs & Tables

Before Your Event

- Chairs and tables may be set up **only in approved rooms**. Table and chair setup is the responsibility of the renter.
- Do not move furniture from locked rooms or storage areas not designated for renters.
- If you are unsure where items belong, ask your site host.

After Your Event

- **Chairs**
 - Stack chairs neatly on the provided carts.
 - Match the original stacking pattern (do not over-stack).
 - Return carts to the designated storage location.
- **Tables**
 - Wipe all tables clean with provided cleaning supplies.
 - Fold tables carefully and return them to the assigned storage area.
 - Do not lean tables against walls unless directed.
- Please ensure floors are clear of furniture and safe to walk through.
- If there have been any spills, please notify your site host ASAP.

Kitchen Use

Note: Fellowship Hall rentals include kitchen access for **serving only**. Cooking or food prep requires prior approval and the kitchen use fee.

Allowed Use (unless otherwise approved)

- Refrigerator (space permitting; church use takes priority)
- Counters for serving and staging food
- Sink for washing dishes

Expectations

- Use **only the dishes, utensils, and equipment specifically approved** for renter use.
- Clearly label any food placed in the refrigerator.
- Do not use church food, supplies, or ingredients unless explicitly approved.
- If paper plates, plastic cutlery, napkins, paper cups etc. are used notify site host immediately to pay fee or a retroactive fee of \$50/50 guests will be applied to your deposit.

Cleanup Requirements

- Wash, dry, and put away all dishes and utensils used.
- Wipe down counters, sinks, and appliance surfaces.
- Remove all food items brought in by your group.
- Take trash to designated dumpsters (do not leave food in kitchen trash overnight).

Failure to clean the kitchen properly may result in additional cleaning charges deducted from your deposit.

Decorations

- Decorations must be **freestanding or use painter's tape only** (no nails, screws, staples, or tacks).
 - No glitter, confetti, rice, birdseed, or similar materials.
 - Candles or open flames are **not allowed** unless specifically approved in writing.
 - All decorations must be removed at the end of your rental time.
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Audio / Visual & Equipment

- Use of church sound, projection, or lighting systems requires an approved FCF technician.
 - Do not adjust AV equipment, soundboards, or lighting controls unless authorized.
 - Outside AV equipment may be used only with prior approval.
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Trash & Cleaning

- Place all trash in designated trash bins.
- Bag loose trash before placing it in bins.
- Remove all personal items, decorations, and event materials.
- Light sweeping of kitchen.
- Vacuum carpeted areas.

A standard cleaning fee is included for most food events; however, **excessive mess or damage** may result in additional charges.

Children & Supervision

- Children must be supervised by responsible adults at all times.
 - Do not allow children to run unsupervised in hallways, stage areas, or storage rooms.
 - No climbing on furniture, stages, roofs, or equipment.
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End-of-Event Checklist

Before leaving, please confirm:

- ☐ Chairs stacked and returned properly
- ☐ Tables cleaned, folded, and stored
- ☐ Kitchen cleaned and food removed
- ☐ Decorations removed
- ☐ Vacuum carpets
- ☐ Trash disposed of properly
- ☐ Lights turned off in rented areas
- ☐ Doors secured as instructed

Questions or Issues During Your Event

If you have questions or encounter a problem during your rental, please contact your site host or reach out to:

Faith Christian Fellowship
info@faithfellowship.com
925-433-2832

Thank you for helping us care for our church facilities and for being a respectful guest.