



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. To book an event, please make arrangements with the pastor, Dr. Deborah Conrad, 550-1236.

Fees

- For Organizational Events
 - Church Day use:
 - \$250/day or part of a day for dining area and kitchen.
 - \$250 for use of sanctuary
 - Church Overnight: \$350 per dorm, including use of basement dining room and kitchen.
 - Retreat House: \$200/day or \$350 overnight for group use.
- For Family or Personal Events (weddings, graduation parties, etc)
 - \$600 for one-day access and use, sanctuary and restrooms only.
 - \$500 for kitchen, dining room and fellowship hall.

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. Secure 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 80, which are available for use.

Important notes:

- All fees are payable in advance. No dates will be booked unless accompanied by full payment.
- 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. Events cancelled due to prohibitive weather will be compensated with a voucher toward a future UrbanSpirit event.
- Groups may bring their own food. All food and drink are restricted to the church basement or retreat house main level. Violation may result in cleaning and pest control bills.
- For groups desiring that UrbanSpirit provide food, cost is determined in consultation with planners on a per person basis.
- A damage/cleaning deposit is 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.
- 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.
- Unless otherwise arranged, all groups should provide their own towels, toiletries, bedrolls and pillows. Toilet paper is provided.

Payment

Payments may be made by check, cash or money order to UrbanSpirit, PO Box 11434, Louisville, KY 40251.