

Building Use Fees and Rules

Priorities for use of First Baptist Church Facilities

1. Any Church Related activity (The hall will not be available Wednesdays, Sundays, holidays such as Thanksgiving Day, Christmas Eve and Day, or any other time that would conflict with church activities. Church related activities do come first; however, if the activity is not on the calendar then activities can and will be scheduled on that day.)
2. Church members (where no charge is made for use)
3. Non member or member (where charges are made for use)

Fees for Use of the Facilities

All rentals will require a **\$50.00 refundable deposit (\$100.00 for a wedding, banquet and/or receptions)**. This is in addition to the use fees. The deposit is required to hold the date and is to be written as a separate check. This check will be given back if all the procedures are followed. It will be cashed if procedures are broken. (i.e. the floor is not swept, the trash is not taken out, etc.)

Church Member:*

Showers, birthday parties, etc. (Fellowship Hall)	\$50.00
Banquets and large receptions	\$125.00
Wedding reception (Fellowship Hall)	See Wedding Policy
Wedding (Sanctuary)	See Wedding Policy
Funeral (including Fellowship Hall and Sanctuary)	No Charge

Non Member:

Showers, Birthday parties, etc. (Fellowship Hall)	\$75.00
Banquets and large receptions	\$200.00
Wedding Reception	See Wedding Policy
Wedding (includes set up time and rehearsal)	See Wedding Policy
Wedding and Reception	See Wedding Policy
Funeral (Fellowship Hall only)	No Charge

*An active member is one who is currently on the church roster, contributes financially and attends services regularly.

All rentals cover 5 hours use of the hall. (This means one hour set up time, three hours for the main event and one hour clean up time.) After 5 hours, the fee will be \$10.00 per hour. (\$25.00 an hour for banquets, large receptions and weddings.)

Special Arrangements can be made for you to get in earlier than one hour before; however, if there is another activity before your event you will not be able to get in until that activity is completed. Also, First Baptist Church is not responsible for anything set up or left.

Rules:

- ❖ The person renting the hall must furnish all serving pieces.
- ❖ The person renting the hall is responsible for all damages, theft or other abuse of equipment.
- ❖ Nothing shall be placed on the walls.
- ❖ No smoking, no alcoholic beverages and no dancing. If alcoholic beverages are detected, the entire function shall be terminated IMMEDIATELY and your deposit will be forfeited.
- ❖ Any person renting the hall is responsible for seeing that it is cleaned after the function. It should be swept, mopped and the trash must be taken to the dumpster. Any chairs and tables that were moved must be put back where they were found.
- ❖ When you leave, the air conditioner must be set on 75 (or heat on 70).
- ❖ The rooms next to the hall are for church use only.

Please note: The Buildings that we are renting are our church buildings. These are the building we use when our church meets. Please respect our property as we have to use our facilities on a regular basis.

If you wish to rent the Hall or Church, please call Amy at the church office at 687-2740.

Rental Agreement

_____ (initial) I agree that we will obey the Building Rules. I understand that if I do not abide by the rules (i.e. smoke, drink or dance on property) than our activity will be terminated and our deposit will be held.

_____ (initial) I also understand that I am responsible for all damages, theft and other abuse of all facilities and equipment that may take place while the facility is rented.

_____ (initial) I also understand that I am responsible for putting the chairs and tables back where they were found, sweeping, mopping, and taking out any trash to the dumpster located at the end of the parking lot.

_____ (initial) I also understand that I am responsible for leaving the air conditioner on 75 degrees or heat on 70 degrees when I leave the facility.

_____ (initial) I also understand that if I hold the activity longer than the time allotted then my deposit check will be cashed and the appropriate funds will be taken and any money left will be returned to the name below. (See rate above)

Contact Name: _____ Phone: _____

Type of Event: _____ Date: _____ Time: _____

Mail deposit check back to:

Name: _____

Address: _____

Phone: _____

I have read all of the Building and Use Rules and agree to abide by them.

Signed _____ Date _____

Office Use Only:

Date of Event: _____

Event Type: _____

Key Given to: _____ Date Given _____ Date Returned _____

Deposit: Amount Due _____ Date Given _____

 Amount Returned _____ Date Returned _____

All of you deposit was not returned because _____
