

First Baptist Church

FACILITY RENTAL FORM

This form must be completed and returned to the church office no less than three (3) weeks prior to the date of the event in order for your request to be considered. You will be notified within three (3) business days of receipt regarding the approval or disapproval of your reservation request. The facility is available for reservation on a first-come, first serve basis and according to the terms outlined herein. Additionally, all rental approvals are at the discretion of the pastor and office administration.

Please verify your membership status with First Baptist Church:

_____ I am a Member _____ I am not a Member

Purpose for which the facility will be used: _____

Date of Event: _____ (Month, Day, Year) Start Time of Event: _____ (a.m., p.m.)

Total Number of persons expected to attend: _____ End Time of Event: _____ (a.m., p.m.)

FACILITY FEES & DEPOSIT:

The minimum rental period for the facility shall be four (4) hours, which includes setup and breakdown time. Additional time is incremented in one (1) hour blocks.

Facility Rental Fee: \$325.00 for the initial 4 hour period (Due 5 business days prior to rental)

Additional Time: \$50.00 for each additional hour

Security Deposit: \$100.00 (Due upon completion of this form. The church will hold this until after final inspection following the event; at which time the check will be returned if everything is in order.)

Custodial Fee: \$100.00 (If facility needs additional cleaning your security deposit will be converted to the custodial fee)

***Note to Church Members:** The Facility Rental Fee is waived for church members; however if a church member is renting the facility on behalf of someone else that church member must be present during the event, including set up and break down. If the church member is not present, the \$100 custodial fee plus \$50 per hour of use will be charged.

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Cancellations:

The renting party (as shown above) may cancel the facility rental up to and including five (5) business days prior to the date of event. If the party has paid any funds prior to cancellation, those funds will be returned. If a cancellation is received less than three (3) days prior to the date of the event, any funds previously paid will be returned less a \$100.00 administrative fee. Any cancellations made less than three (3) days prior to the event will result in forfeiture of all funds previously paid except the deposit.

Prohibitions:

No renting party shall use the facility for any illegal purpose whatsoever. Additionally, alcoholic beverages, smoking and possession of fire arms – even if permitted by law – are strictly prohibited in and around the facility.

***First Baptist Church agrees to rent the facility to individuals and groups for any purpose consistent with the Church's philosophy and mission. The rental includes bathrooms and the use of tables and chairs. It does NOT include the use of the kitchen or any appliances within the kitchen area.**

Responsible Renting Party:

The responsible renting party agrees they will ensure the church facilities are protected, secured and used for the purpose stated herein:

Signature: _____ Date: _____

Name: _____
(Please Print)

Address: _____

City/State/Zip: _____ Email: _____

Primary Phone: _____ Secondary Phone: _____

_____ Reservation Approved _____ Reservation Denied

Amounts Due: Deposit: \$100.00 Received: _____
 Rental Fee: \$325.00 Received: _____

Signature of Office Administration: _____ Date: _____

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GUIDELINES

- The renting party agrees not to allow any other organization to participate in the use of the facility.
- The renting party is not allowed to vary activities from what is described in the rental application.
- Tobacco and alcohol are not permitted on the property. This includes all event participants, guests, caterers, photographers, florists or other individuals.
- The facility must be left clean and in a good order at the conclusion of the event. All furniture must be returned to its original location and all trash must be removed. This includes all decorations, flowers or rental equipment brought into the facility by the renting party. The security deposit is subject to forfeiture if this condition is not met.
- The Church will not permit the use of its name in the solicitation of funds for the support of programs not authorized or sponsored by the Church. Nor does the facility imply general endorsement of the organization involved in its use.
- The renting party shall not make any alterations or improvements to the facility without the express written consent from the Pastor or facility rental committee.
- The Church or School assumes no liability for loss by any cause, including, but not limited to, theft or damage, to any equipment, furnishings, or other personal property belonging to the renters, their officers, employees, agents or guests.
- The renting party agrees to pay all reasonable attorney's fees and expenses of the Church incurred in enforcing any of the renter's obligations in this agreement.
- Non-compliance with any of these rules and regulations may result in immediate cancellation of the contract as well as forfeiture of any deposit paid.

I, _____, have read and understand the guidelines above and agree to adhere to them as well as ensure that all guests and other parties present follow the rules put in place.

Renter's Signature

Date