

Baptist Church

Policies and Procedures for Fellowship Hall Rental

Event: _____ Date of Event: _____

Name of Person in Charge: _____ Phone Number: _____

Address: _____

What time do you need access to the building? _____ What time will the event be over? _____

Eastside Baptist Church may be used for birthdays, showers, anniversaries, reunions, or other events for active church members or their immediate family only. Any other group or organization desiring rental must be approved by the property committee. Your cooperation in helping us care for our church facility will be greatly appreciated.

A church member is defined as one whose name is on the Resident Member Roll—not Sunday School or any other organization within the church, and they must have been a member at least six (6) months prior to the event. Immediate family would include children whose parents are members or parents whose children are members.

Fees & Deposits

Location	Member Fee	Non-Member Fee
Fellowship Hall	\$0.00	\$150.00 per event
Deposit (refundable if facility is not damaged)	\$0.00	\$200.00
Janitorial Fees		
Fellowship Hall (finished no later than 8:00 pm on Saturday night)	\$125.00 per event*	\$125.00 per event
Sound Person	\$50.00**	\$50.00

1. Dates will be scheduled on the church calendar when the request is completed and returned to the church office with all the fees and deposits paid.
2. Appropriate decorations for your event are permitted when using care to protect our church facilities. If you wish to decorate early for your event, please contact the church office.
3. Please bring your own kitchen supplies. Our supplies and paper products are not part of the reservation agreement.
4. Please no smoking or use of alcoholic beverages or spiked punch.
1. The ice machine is available to be used at no extra charge. All other kitchen equipment cannot be used without the approval of the church Food Service Coordinator.
5. Janitorial Services: Church janitor will set up, clean up, and reset the Fellowship Hall.

I will be responsible for the Janitorial services as listed below. _____ (Initials) _____ (Date)

*Church members can chose to do their own set up, clean up, and reset. The janitorial fee will be refunded if facility is cleaned to Property Committee requirements and approved by Property Committee.

- Please leave the kitchen clean and sanitary: you will need to meet with the janitor prior to the event to learn what chemicals & material are to be used.
- Chairs and tables needed for your event should be placed in the customary place after use. Church furnishings may not be removed from the church building. **DO NOT DRAG FURNITURE.** Furniture will damage the floor if not carried.
- All trash/garbage must be removed from the building and grounds to the dumpster immediately following the event.

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**** All sound equipment will be moved by the sound people of the church only. You must make arrangements with one of the designated sound people of the church for your event. They are:**

Craig Smith—377-8218	Lori Walker—403-7594
Randall Jones—377-5589	Minister of Music- 377-4154
Todd Gainous—224-5291	Pastor- 377-4154

For every half hour over five (5) hours there is a \$10.00 per fee; this time will count in thirty minute intervals. A separate check made payable to the sound technician will need to be left with the church secretary upon reserving the fellowship hall.

Office: Amount Paid: _____ *Date Paid:* _____

Approved by: _____ *Date Approved:* _____