

**MEMBER'S
REQUEST TO USE CHURCH FACILITIES**

DATE: _____

NAME: _____

MEMBER: YES ____ NO ____ MEMBER NUMBER: _____ Active: ____ Inactive: ____

**I WOULD LIKE TO REQUEST THE USE OF NEW EBENEZER
BAPTIST CHURCH FACILITIES CHECKED BELOW:**

Purpose for which the facilities will be used:

Date the event will be held: _____ Number attending: _____

Requested Beginning Time: _____ Ending Time: _____

<u>Facility Requested</u>	<u>Capacity</u>	<u>Cost</u>
___ Sanctuary	550	\$200.00
___ Fellowship Auditorium (\$75.00 for each additional hour)	685 (375 with tables)	\$250.00
___ Multipurpose Room (\$75.00 for each additional hour)	80 (40 with tables)	\$250.00
___ Small Meeting Room (\$75.00 for each additional hour)	20 – 25	\$50.00
___ Wedding Package: (\$75.00 for each additional hour)	Sanctuary, Fellowship Hall for Reception or Rehearsal Dinner)	\$400.00

**MEMBER'S
REQUEST TO USE CHURCH FACILITIES**

Additional Requests/Comments: _____

A non-refundable deposit of 50% is needed to secure date. Balance due 7 days before event.

Total Due: \$ _____ Deposit: \$ _____ Balance Due: \$ _____

Security Deposit: _____ Date Due: \$ _____

Church Official in chare of Facility for Event: _____

Telephone: _____

Servant Leader's Signature: _____

The undersigned agrees to hold harmless all members of New Ebenezer Baptist Church, its officers, administrators, certified and non-certified employees for loss of any material, equipment, and injury, which may occur while using any of the church owned buildings, facilities, grounds, or equipment. In addition, the undersigned agrees to hold harmless all parties identified above all acts of negligence and to inform all participants in your event, of this agreement. Lessee's signature affirms that he/she has read and agrees to rental rules and regulations.

Please Print

Lessee's Name: _____ Phone: _____

Address: _____

Lessee's Signature: _____

Pastor's Signature: _____

Date Signed: _____ Date Approved: _____

Person to be contacted in reference to this contract if other than above lessee.

Name: _____ Phone: _____

Address: _____

Rental Rules and Regulations

- 1. Persons renting NEBC facilities must comply with the Safety Regulations: not exceeding the seating capacity and keeping exits clear.**
- 2. The Church will not be responsible for any property left on premises.**
- 3. All facilities are rented on an AS IS basis. NEBC will set up chairs & tables in Fellowship Hall to Lessee's specifications. No other Equipment is included except as stipulated in individual agreements.**
- 4. No advertising may be done through the church, nor can advertising be attached to the outside of the church building.**
- 5. Rental of NEBC facilities does not necessarily constitute NEBC support for the program.**
- 6. For safety reasons, persons attending any function on church property must obey all reasonable directions of the person in charge of the facility.**
- 7. All persons renting church facilities are required to hold NEBC and its representatives harmless from all and any liability resulting from bodily injury and/or damage to property.**
- 8. NEBC may cancel or revoke any rental at any time with or without cause, and no claim may be made against the church for damages or reimbursement on account of any loss, damage or expense whatsoever.**
- 9. Smoking and Alcoholic beverages are prohibited on NEBC property.**
- 10. Loud, vulgar or profane music is prohibited on NEBC property.**
- 11. Facilities request form must be fully completed, signed and all fees**

Rental Rules and Regulations

- 12. Rental of auditorium or other facility does not include use of kitchen. This requires special arrangements.**
- 13. NEBC will hold lessee financially responsible for any damage to church's property.**
- 14. Eating and or drinking are restricted to Fellowship Auditorium of Educational Resource Center only (First floor).**
- 15. We request that all trash be placed in containers provided for that purpose.**
- 16. Sanctuary furniture may be moved only under the supervision of Church personnel at a fee of \$200.00.**
- 17. Lessee understands and agrees that all persons must comply with church etiquette, which prohibits smoking, consumption of alcohol, vulgar, loud profane music and or language while on, or using, NEBC property. Eating and drinking and the use of mobile telephones are absolutely prohibited in the Sanctuary.**
- 18. Non-drip candles can only be used in the Sanctuary.**
- 19. Live flowers may be used in the Sanctuary only as a fixed display. Live petals may not be scattered on the floor.**
- 20. Weddings are expected to begin on time. Wedding Rehearsals are allotted a one-hour and a half time slot. Rehearsal must be completed by 9:30 PM. There is a \$100.00 fee for weddings that begin more than one half an hour later than scheduled and for rehearsals that last beyond 9:30 PM.**