

Hebron Fellowship Baptist Church

Facility Usage Agreement

(For Weddings)

Wedding Date: _____
 Rehearsal Date: _____

Time: _____
 Time: _____

Coordinator/Director: _____
 Contact Numbers (s): _____

Florist: _____

Time of Rehearsal: _____ (not to exceed 2 hrs.)

Bride

Groom

Name _____
 Address _____
 Phone _____ (home)
 Phone _____ (cell)
 Church Membership _____
 Parents _____

 Phone _____
 Address _____

Name _____
 Address _____
 Phone _____ (home)
 Phone _____ (cell)
 Church Membership _____
 Parents _____

 Phone _____
 Address _____

I have read the Wedding Policy and agree to abide by them and will make every effort to ensure that my guests do likewise. If I am permitted to use these facilities, I will agree to the following:

- | | |
|--|-----------------|
| 1. The Sanctuary | \$500.00 |
| 2. The Fellowship Hall (rehearsal dinner) | \$250.00 |
| 3. The Fellowship Hall (wedding reception) | \$100.00 |
| 4. Kitchen | \$100.00 |

Attached is a check made payable to Hebron Fellowship Baptist Church for \$ _____ to share in the expenses as explained in the HFBC Wedding Policy.

Approved: _____
Signature & Date

Applicant's Signature & Date

Facility Usage Rules

- All decorations, staging, and equipment must be approved in advance by HFBC, broken down and removed immediately following event. Sanctuary equipment ins not available for public use (Only by HFBC STAFF)
- **NO ALCOHOLIC BEVERAGES or SMOKING** on church property at any time.
- **NO FOOD or BEVERAGES in the sanctuary.** Any damage repair or replacement costs due to food or beverage will be the responsibility of the Group/Organization. **Let those attending your event know there is no food or drink allowed.**
- The kitchen is to be left clean – all garbage and recycle and recyclables are to be removed from the building immediately after any function.
- Any personal or group property left on the church premises shall be at your own risk.
- ALL areas of the facility should be left as it was found. Kitchen, bathroom, classrooms etc. At the conclusion of the event, the rental party must sign a completed clean-up checklist.

****I have read the policy and agree to abide by them and will make every effort to ensure that my guests do likewise. ****

Applicant: _____

Date: _____

Facilities Coordinator: _____

Total Due: _____

Payment: _____

Received on: _____

Check no: _____

Please make check payable to: Hebron Fellowship Baptist Church