

# Hebron Fellowship Baptist Church

## Facility Usage Agreement

### DETAILS REGARDING THE EVENT:

Contact Name: \_\_\_\_\_

Group/Organization: \_\_\_\_\_

Address: \_\_\_\_\_

Home Phone: \_\_\_\_\_

Work Phone: \_\_\_\_\_

Description of Event: \_\_\_\_\_  
\_\_\_\_\_

Date (s) of Event: \_\_\_\_\_

Time: \_\_\_\_\_

### Usage Offering:

- |                                              |          |
|----------------------------------------------|----------|
| <input type="checkbox"/> Sanctuary           | \$500.00 |
| <input type="checkbox"/> Fellowship Hall     | \$100.00 |
| <input type="checkbox"/> Janitorial Services | \$125.00 |
| <input type="checkbox"/> Classroom           | \$50.00  |
| <input type="checkbox"/> Kitchen             | \$75.00  |

### Facility Usage Rules

- All decorations, staging, and equipment must be approved in advance by HFBC, broken down and removed immediately following event.
- **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**

*(Do not use this form for Weddings)*