

Church Facility Reservation Request and Agreement

Name of person/organization: _____

Requested Date(s) and times(s) of facilities use:

Please describe which church facilities you request use of and the purpose for which you intend to use the facilities: _____

Please state whether you are a:

____ Church Member ____ Church-Sponsored Ministry

____ Non-Member ____ Non-Church Group/Organization

Contact Information:

Address: _____

Home Phone Number: _____

Cell Phone Number: _____

Email Address: _____

If the requested use is by an organization not affiliated with the church, please briefly state the organization's purpose and mission. Please include the organization's website. _____

Please list the names of the organization's office holders and/or leaders

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the Church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I understand that the Church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to (Pastor/Deacon) approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
4. The user will be responsible for moving or rearranging the furniture and putting everything back in order after use, as well as cleaning, vacuuming the Sanctuary, cleaning the Fellowship Hall, carrying out all trash, turning off all lights, and locking all doors. Also, the grounds are to be clean after use. All birdseed or rice, or anything else used to pummel the newly-weds, must be thrown away and/or swept from the steps and walkways of the church. The church must be ready for Sunday Services when the clean-up is completed.
5. Should candles and/or flowers be used, proper precautions should be observed to insure that water and wax do not end up on the carpets, wood, or pew cushions.
6. The Sanctuary sound system is operated by several members of Davidson Street Baptist Church. If you would like to use the sound system, one of these persons must be present. The church office will have a list of individuals qualified to run the system.
7. Please insure that any children present for the event are supervised at all times.

8. The bridal party may arrange for accompanists to be used for the rehearsal and the wedding. A list of qualified individuals from Davidson Street Baptist Church can be obtained from the church office if you need assistance with those details.
9. A 30-day notice must be given for personal events; however, a Bible Fellowship Class is only required to give a 2-week notice for class gatherings. Every event requested on Davidson Street Baptist Church facilities will go through a process of approval by the pastor and deacon.
10. A deposit of \$100.00 will be charged before any event in the Sanctuary or Fellowship Hall can be reserved. A cleaning fee/utility charge of \$50.00 will be kept, with \$50.00 returned after an inspection of the buildings and grounds has been done following the event. Under certain circumstances of church-related events, the pastor and deacons have the right to waive the fee.
11. I understand that upon approval of my facilities use request, I will need to provide a security deposit in the amount of \$100, a certificate of insurance if non-church function. Advised by Brotherhood Mutual.
12. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
13. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew 18 and 1 Corinthians 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name _____

Date _____