

# Bethany Baptist Church

2587 Campostella Road Chesapeake, VA 23324

Phone: (757)543-5887 Fax: (757) 543-4460

*Rev. H. Patrick Cason, Pastor*

## **Bethany Baptist Church Policies and Procedures Sanctuary and Fellowship Hall Rental**

### **General Rule:**

Bethany Baptist Church will be utilized on the basis that the user/ renter is aware and understands that this church was established for worshipping, teaching and uplifting the word of God and building the spiritual welfare of God's people. Our course is to use the church's facilities to its best advantage in carrying out the purpose and the spirit of the Church. We shall endeavor to bring as many people as possible into the church building to encourage them toward Christ and Christian worship. All activities held within the walls of this facility must fall within the scope these beliefs and doctrines of this Church.

### **Rental Policies:**

1. All bookings should be made 90 days prior to the event. Regularly scheduled church meetings, services and funerals will have priority to the church's facilities.
2. To secure a reservation, a \$150 non-refundable deposit is required.
3. Bethany Baptist Church reserves the right to refuse reservations from individuals and/or groups who do not comply with our doctrine.
4. All functions booked must be planned to accommodate only up to the number of people allowed by the City Fire and Safety ordinances.
5. Users are solely responsible for any damages, loss or liability incurred by any of User's guest(s) or any persons or organization contracted by the User to provide any service or good before, during and after a function.
6. Users are solely responsible for missing or damaged equipment. Users will be billed after the event for damages, extraordinary cleaning, or other unexpected charges. Extraordinary cleaning is defined as cleaning other than what is normal for the room or space. Users will be billed **\$75** per hour for any extraordinary cleaning required after an event.
7. Decorations are permitted with advance approval. No decorations may be affixed to walls, floors or ceilings. No posting are permitted on doors, windows, walls, mirrors or bathroom stalls. Users are required to remove and appropriately dispose of all decorations immediately following an event unless prior arrangements have been made.
8. There shall be no smoking or consumption of alcoholic beverages tolerated in any part of the building or on the church grounds at any time.
9. The music should be kept in reverence that is observed upon entering the Lord's Holy Temple. Musicians requiring use of the Church's sanctuary instruments must be approved.
10. Plastic floor coverings is required for Candelabras. Candles are permitted in the Fellowship Hall as table decorations, but must be globed. Open flames are restricted.

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11. No food or drink are allowed in the Sanctuary at any time.
12. BBC Members, Auxiliaries or Committees will not be charged for the use of the Sanctuary. Nor shall any of the above parties charge a fee for any activities, functions or programs held in the Sanctuary. However, there will be a \$50 donation for all custodial services.
13. BBC Members, Auxiliaries or Committee are able to select a caterer of their choice with approval.
14. Users are responsible for cleaning of the rental space (including the kitchen area, fellowship hall and/or sanctuary) including sweeping and mopping the kitchen, emptying the trash cans, basic cleaning of all equipment and replacing of service equipment. The church will arrange for this clean up if the user so desires, and a fee of **\$150** an hour will be charged for this service.
15. Everyone using the kitchen area is required to follow all public health regulations as prescribed by local and state government. Regulations provided by the Health Department are posted throughout the kitchen area.
16. BBC will provide available tables and chairs. BBC does not provide table clothes, napkins or toppers. Any additional equipment needed is the sole responsibility of the user to obtain. Users shall inform the BBC of any additional rentals so that arrangements may be made for deliveries and pick-ups.
17. BBC is not responsible for lost or misplaced items belonging to users or caterer, or for lost or damaged items left in the facility.
18. The user will incur additional fees for the use of audio visual equipment.
19. It is understood that the final payment will be made **7 days** prior to the event. A **\$150** non-refundable deposit with a signed contract will secure the requested date.

	<b>MEMBERS</b>	<b>NON- MEMBERS</b>
<b>Fellowship Hall Rental for Funerals</b>	<b>Donation</b>	<b>\$400</b>
<b>Fellowship Hall Rental for any non-related Church activities.</b>	<b>\$100 per hour</b>	<b>\$150 per hour</b>
<b>Sanctuary</b>	<b>Donation</b>	<b>\$400</b>
<b>Sanctuary Rental for Special Events/Concerts</b>	<b>\$600</b> <b>Fee may vary</b>	<b>\$600</b> <b>Fee may vary</b>

*I have read and understand the Church Use Policies and Procedures and understand that the security deposit is nonrefundable. I agree to indemnify and hold harmless Bethany Baptist Church, its agents, officers, and employees from liability for all liability or damages resulting from use of the property.*

\_\_\_\_\_  
Applicant/ User Signature

\_\_\_\_/\_\_\_\_/\_\_\_\_\_  
Date

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## BETHANY BAPTIST CHURCH FELLOWSHIP/ SANCTUARY RENTAL REQUEST FORM

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_  
\_\_\_\_\_

HOME NUMBER \_\_\_\_\_ WORK NUMBER \_\_\_\_\_

MEMBER

NON-MEMBER

### TYPE OF EVENT

BANQUET

WEDDING

FUNERAL

OTHER \_\_\_\_\_

**NOTE: IF THE RENTAL ECENT IS FOR A WEDDING PLEASE COMPLATRE THE ATTACHED FORM WITH ADDITIONAL INFORMATION**

SANCTUARY ONLY	FELLOWSHIP HALL	FELLOWSHIP HALL & SANCTUARY
DATE OF RENTAL ____/____/____	DATE OF RENTAL ____/____/____	DATE OF RENTAL ____/____/____
TOTAL FEES \$ _____	TOTAL FEES \$ _____	TOTAL FEES \$ _____
DEPOSIT \$ _____	DEPOSIT \$ _____	DEPOSIT \$ _____

**IT IS UNDERSTOOD THAT THE FINAL PAYMET WILL BE MADE 72 HOURS PRIOR TO THE EVENT. A \$50.00 NON-REFUNDABLE DEPOSIT WITH A SIGNED CONTRACT WILL SECURE THE**

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BALANCE \$ _____	BALANCE \$ _____	BALANCE \$ _____
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SIGNATURE \_\_\_\_\_ DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

DATE \_\_\_\_/\_\_\_\_/\_\_\_\_

*Pastor's Signature*

APPROVED

NOT APPROVED

