



Bethany Baptist Church

2587 Campostella Road Chesapeake, VA 23324

Phone: (757) 543-5887

Email: www.connect@experiencebethany.com

www.experiencebethany.com

Pastor H. Patrick Cason, M.Div., M.A.C.E.



Bethany Baptist Church **Sanctuary and Fellowship Hall Rental Policy**

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. All activities held within church building must align with mission, vision and doctrine of Bethany Baptist 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 50% deposit of the total rental cost 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 pews or ceilings. Posting are not 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 written approval has been granted.
8. Smoking or consumption of alcoholic beverages are not permitted in any area 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 are required to candelabras. Candles are allowed in the Fellowship Hall as table decorations, but must be globed. Open flames are not permitted.



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11. No food or drink are allowed in the Sanctuary at any time.
12. 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.
13. 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.
14. 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.
15. BBC is not responsible for lost or misplaced items belonging to users or caterer, decorator or for lost or damaged items left in the facility.
16. The user will incur an additional \$100 fee for the use of audiovisual equipment and staffing for the event.
17. It is understood that the final payment must be satisfied **10 days** prior to the event. **A non-refundable deposit of 50% of the total cost will be required along with a signed contract in order to secure the requested date.**

| EVENT DESCRIPTION | MEMBERS | NON-MEMBERS |
|---|------------------------------------|------------------------------------|
| Fellowship Hall Rental for Funerals | Donation | \$600 |
| Fellowship Hall Rental for any non-related Church activities. | \$125 per hour (4-hour minimum) | \$200 per hour (4-hour minimum) |
| Sanctuary Rental for Funerals | Donation | \$600 |
| Sanctuary Rental for Weddings | \$500 | \$800 |
| Sanctuary Rental for Special Events | \$2,000 Fee may vary | \$2,000 Fee may vary |

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 of any and all damages resulting from use of the property.

Renter/User Signature

Date