

**Smithfield Baptist Church Application for Use of Facilities Rules, Regulations, & Fees**

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Date of Application: \_\_\_\_\_

Name and/or Group: \_\_\_\_\_

Purpose of Function: \_\_\_\_\_

Date Required: \_\_\_\_\_ Time of Function: \_\_\_\_\_ Required from \_\_\_\_\_ to \_\_\_\_\_

Date Required: \_\_\_\_\_ Time of Function: \_\_\_\_\_ Required from \_\_\_\_\_ to \_\_\_\_\_

Approximate Number of People Involved: \_\_\_\_\_

Facilities Requested: \_\_\_\_\_ Family Life Center (400 capacity, 250 chairs/tables)

Kitchen needed: yes \_\_\_ no \_\_\_

\_\_\_\_\_ Sanctuary (500 capacity)

\_\_\_\_\_ Conference Room (30 capacity)

\_\_\_\_\_ Classroom(s): How many? \_\_\_\_\_ Which Room(s)? \_\_\_\_\_

Any Special Arrangements or Set-Up Required? If so what: \_\_\_\_\_

**Please note:** *You are responsible for the set-up and take-down of all tables, chairs, and any other equipment you use.*

**Responsible Person:** \_\_\_\_\_

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

Telephone Number: \_\_\_\_\_

**Church Sponsor/Host or Hostess:** \_\_\_\_\_

*I have read the rules and regulations, to include payment in full 1 week prior to the event, concerning the use of the Church facilities at Smithfield Baptist Church and agree to assume responsibility for compliance therewith.*

**FOR OFFICE USE:**

Group Type: \_\_\_\_\_

Activity Type: \_\_\_\_\_

Request Taken by: \_\_\_\_\_

Last Date Security Deposit Refundable  
*(Two Weeks Prior):* \_\_\_\_\_

**Responsible Party**

**FEES QUOTED & PAYMENTS RECEIVED:**

Security Deposit: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Rental Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Utility Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Pastoral Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Hostess Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Audio Tech Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Custodial Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

Damage Fee: \$ \_\_\_\_\_ Date: \_\_\_\_\_

## GENERAL

1. The buildings and equipment of Smithfield Baptist Church have been dedicated to God for the purpose of worship, Christian training, and Christian fellowship. All use of the Church properties will be related to this general purpose. The use of the Church facilities for or by outside organizations must **never** conflict with the basic program of the Church.
2. If for any reason there are questionable or unusual requests for use of the building, the application must be approved by at least two of the following: the Pastor, the Chairman of the Board of Deacons, or a representative of the Building Use Committee.
3. The Smithfield Baptist Church Building Use Committee reserves the right to refuse the use of the facility to any group.
4. When permission is granted for use of Church facilities, it is with the understanding that the building, facilities, and equipment shall be left clean, and upon departure, the building shall be left secured, lights turned out, trash disposed of properly, etc.
5. Heating/air conditioning units and sound equipment shall be adjusted only by designated personnel.
6. Smithfield Baptist Church assumes no liability for bodily injury or property damage.

## RESERVATIONS

1. Reservations are required to use the Church facilities, and in most instances, an application form must be completed.
2. Church members or groups should make prior arrangements through the Church Office to avoid scheduling conflicts.
3. Non-Church members or groups **MUST** have an active Church member as a **SPONSOR** who will be present during the function, and willing to be responsible for the building. If a sponsor cannot be obtained, application for Church use will be denied.
4. Use of facilities shall be limited to **ONLY** those rooms or areas requested and approved.

## FEES

1. There is no charge for Church-sponsored functions. There are no security deposit fees for use of the Church building by Church members; however a **custodial fee** may apply.
2. **Non-Church members** will be required to pay a security deposit and a rental fee, a custodial fee, a host/hostess fee, a pastoral fee (if applicable), and audio technician fee (if applicable).
3. A security deposit is required from **Non-Church Members** at the time of the reservation to secure the date on the church calendar. The security deposit will be applied to the balance of the total rental fees. Security deposits are refundable up to **2 weeks** prior to the event.
4. All fees are due **1 week** prior to the date of **ALL** events (**Member & Non-Member**) and payable through the Church Office. Rental and security deposit checks, pastoral fees (if applicable), hostess fees, audio tech fees (if applicable), and custodial fees are made payable to: **Smithfield Baptist Church**.

**FEES CONT'D**

5. The renter is **responsible for any damages** to the building that occurs during their scheduled time. Fees for damaged property are outlined below.
6. The following fees shall apply:

	<b><u>Rental Fee Per Day (8 hrs. Max.)</u></b>		
	<b><u>Non-Member Fee</u></b>	<b><u>Member Fee</u></b>	<b><u>Security Deposit</u></b>
<b>Family Life Center*</b> *Capacity: 400, 250 chairs/tables (Includes use of Kitchen)	\$175.00	\$25.00	\$100.00
<b>Sanctuary**</b> **Capacity: 500	\$150.00	\$25.00	\$100.00
<b>Sanctuary &amp; Family Life Center</b>	\$250.00	\$50.00	\$150.00
<b>Conference Room***</b> ***Capacity: 30	\$ 50.00	FREE	\$ 50.00
<b>Classroom</b>	\$ 25.00	FREE	\$ 25.00

**Custodial Fees** - \$100.00 Sanctuary and Bathrooms  
 \$150.00 Sanctuary and FLC and Bathrooms  
 \$100.00 FLC and Bathrooms  
 \$25.00 Classrooms

**Pastoral Fee** - \$150.00 per Wedding/Funeral (Non-Church Member)

**Host/Hostess Fee** - \$15.00 per hour (3 hr. minimum or \$45)

**Audio Tech Fee** - \$15.00 per hour (3 hr. minimum or \$45)

**Utility Fee** - depending on the number of hours used:  
 \$30.00 -less than 4 hours  
 \$50.00 -4 to 8 hours

**Damaged Property Fees** - \$50.00 per Chair / \$100.00 per Table

*\*Other fees may be assessed as warranted. Please note: Fees are subject to change.*

**CONDUCT**

1. Smoking is **not allowed** anywhere inside the Church building. Outside, please dispose of smoking paraphernalia properly.
2. **No alcoholic beverages or illegal drugs** are permitted on Church property, inside or outside, **at any time**.
3. Anyone using the Church facilities should exemplify the very best of Christian conduct at all times; therefore, **the use of profanity (music, language, dance, etc.) will not be tolerated.**

## **AREA REGULATIONS**

### **1. SANCTUARY**

- A. The use of the Sanctuary shall be limited to Church Worship Services, including weddings and funerals. All other requests must be referred to the Building Use Committee.
- B. Candles must be no drip.
- C. No rice, confetti, bird seed or similar materials are to be thrown inside the building. Bird seed is acceptable for use outside of the building, if necessary.
- D. No food or drink is allowed in the Sanctuary at any time.
- E. Return church furniture/property to their original place/position that you found them.
- F. **All** decorations are to be removed at the end of the event.
- G. The Sanctuary will remain locked when not in use.

### **2. FAMILY LIFE CENTER**

- A. The Family Life Center may be used by Church members during regular Church Office hours for sports, i.e. basketball, volleyball, etc., and after office hours, provided reservations have been made ahead of time. Please check with the Church Office for availability.
- B. Children under 18 years of age **MUST** be accompanied by an adult at all times in order to use the Family Life Center.
- C. Non-Church members will not be allowed to use the facility without an adult Church member present.
- D. Sitting on tables and standing in chairs not allowed at any time.
- E. Emergency Exit doors are for emergency use only. Do not use as an EXIT.
- F. Return church furniture/property to their original place/position that you found them.
- G. **All** decorations are to be removed at the end of the event.
- H. Garbage should be bagged and left in outside trash bin/dumpster for pickup.
- I. The Family Life Center will remain locked when not in use.

### **3. KITCHEN**

- A. Arrangements must be made with the Chairperson or a member of Fellowship & Kitchen Committee prior to kitchen use for instructions concerning kitchen equipment use and care.
- B. The kitchen, equipment, and items used must be left clean and back in their place.
- C. Garbage should be bagged and left in outside trash bin/dumpster for pickup.

**AREA REGULATIONS CONT'D**

- D. Towels, dish cloths, and table cloths used must be washed and returned to the Church as soon as possible.
- E. Any items removed from the Church kitchen for any reason, must be checked out through the Church Office or the Chairperson of the Fellowship & Kitchen Committee. This includes tables and chairs. **The new padded folding chairs may NOT be removed from the Church building;** only the all metal chairs can be checked out.
- F. The Kitchen will remain locked when not in use.
- G. Any food leftover should not be left in kitchen. Please take it with you.

**4. CONFERENCE ROOM**

- A. The Conference Room will remain locked when not in use.
- B. No food or drink is allowed in the Conference Room at any time.

**5. SOUND SYSTEM/MUSICAL INSTRUMENTS**

- A. The sound systems in both the Sanctuary and the Family Life Center shall be operated by designated personnel only.
- B. The maintenance of the Church organ and all pianos is the responsibility of the Music & Drama Committee.
- C. The Organ blower room will remain locked at all times. The Handbells are the only item stored in this room.