

FACILITIES USAGE AGREEMENT

Group Requesting Facilities: _____

Contact Name and Telephone Number: _____

Date Requested for the Event: _____

Time of Event: ___ a.m./p.m. ___ a.m./p.m. (Arrival) ___ a.m./p.m. (Departure)

Facilities will be used for the Specific Purpose of _____

AREA(S) OF CHURCH REQUESTED FOR USAGE:

SANCTUARY

Will the Sanctuary instruments be used? Yes___ **No**___

Any damage occurring to these instruments during the time of your event, your group _____ **, is responsible for any and all repair costs involved to restore the instruments to their original condition.**

BRANCH HALL AND KITCHEN

Will the Branch Hall and/or Kitchen be used? Yes___ **No**___

Note: All cooking utensils, paper materials, table set up, and cleaning up of the kitchen and dining area (etc.), are the responsibility of the group using the facility. Areas should be restored to their original condition upon the conclusion of the event.

If your group has any special personnel requests or expectations, please list them below. (e.g. Antioch Arranged Catering)

Note: No tickets or promotional items may be sold on the premises of Antioch Baptist Church. A free-will offering is permitted.

Antioch reserves the right to pre-approve all advertising surrounding all events held on the premises of the church.

We have read the above terms and conditions for the usage of your facility and agree to comply.

Representative, Community Group Contact

Date

Director of Administration, Antioch Baptist Church

Date

I. CELEBRATION, ANNIVERSARY, BIRTHDAY, SHOWER, GRADUATION, PRIVATE FUNCTION

Church Members:

- *No fees for use of facilities*
- *Cost for security will be paid by the member/organization*

Non-Church Members:

- *\$450.00 for use of Sanctuary*
- *\$400. 00 for use of Branch Hall*
- *50% deposit for use of each facility*
- *Balance must be paid within five (5) business days of event*
- *Requirement that user arrange and pay for security personnel of Antioch Baptist Church.*

Non-Profit Groups

- *Determined on individual case basis by Director of Administration if tickets are sold, fees required are:*
- *\$450.00 for use of Sanctuary*
- *\$400.00 for use of Branch Hall*
- *Requirement that user arrange and pay for security personnel of Antioch Baptist Church.*

II. HOURS OF OPERATION FOR FUNCTIONS

- *Monday through Sunday, 8:00 A.M. to 9:00 P.M.*
- *Activities on Saturday evenings should be concluded no later than 9:00 P.M.*
- *In extenuating circumstances, prior authorization from Director of Administration is required.*

III. SECURITY POLICY

- *Security Personnel are required at all events for the protection of attendees and to protect Church property.*