

## **Rental Rules and Regulations**

- 1. Persons renting NEBC facilities must comply with the Safety Regulations: not exceeding the seating capacity and keeping exits clear.**
- 2. The Church will not be responsible for any property left on premises.**
- 3. All facilities are rented on an AS IS basis. NEBC will set up chairs & tables in Fellowship Hall to Lessee's specifications. No other Equipment is included except as stipulated in individual agreements.**
- 4. No advertising may be done through the church, nor can advertising be attached to the outside of the church building.**
- 5. Rental of NEBC facilities does not necessarily constitute NEBC support for the program.**
- 6. For safety reasons, persons attending any function on church property must obey all reasonable directions of the person in charge of the facility.**
- 7. All persons renting church facilities are required to hold NEBC and its representatives harmless from all and any liability resulting from bodily injury and/or damage to property.**
- 8. NEBC may cancel or revoke any rental at any time with or without cause, and no claim may be made against the church for damages or reimbursement on account of any loss, damage or expense whatsoever.**
- 9. Smoking and Alcoholic beverages are prohibited on NEBC property.**
- 10. Loud, vulgar or profane music is prohibited on NEBC property.**
- 11. Facilities request form must be fully completed, signed and all fees**
- 12. Rental of auditorium or other facility does not include use of kitchen. This requires special arrangements.**
- 13. NEBC will hold lessee financially responsible for any damage to church's property.**
- 14. Eating and or drinking are restricted to Fellowship Auditorium of Educational Resource Center only (First floor).**

## **Rental Rules and Regulations**

- 15. We request that all trash be placed in containers provided for that purpose.**
- 16. Cancellation of the event results in loss of 50% of initial deposit.**
- 17. Sanctuary furniture may not be moved.**
- 18. Lessee understands and agrees that all persons must comply with church etiquette, which prohibits smoking, consumption of alcohol, vulgar, loud profane music and or language while on, or using, NEBC property. Eating and drinking and the use of mobile telephones are absolutely prohibited in the Sanctuary.**
- 19. Non-drip candles can only be used in the Sanctuary.**
- 20. Live flowers may be used in the Sanctuary only as a fixed display. Live petals may not be scattered on the floor.**
- 21. Weddings are expected to begin on time. Wedding Rehearsals are allotted a one-hour and a half time slot. Rehearsal must be completed by 9:30 PM. There is a \$100.00 fee for weddings that begin more than one half an hour later than scheduled and for rehearsals that last beyond 9:30 PM.**

# NON-MEMBER'S REQUEST TO USE CHURCH FACILITIES

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

MEMBER: YES \_\_\_ NO \_\_\_ MEMBER NUMBER: \_\_\_\_\_

**I WOULD LIKE TO REQUEST THE USE OF NEW EBENEZER BAPTIST CHURCH FACILITIES CHECKED BELOW:**

**Purpose for which the facilities will be used:**

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**Date the event will be held: \_\_\_\_\_ Number Attending: \_\_\_\_\_**

**Requested Beginning Time: \_\_\_\_\_ Ending Time: \_\_\_\_\_**

<u>Facility Requested</u>	<u>Capacity</u>	<u>Cost</u>
___ Sanctuary <b>(4 hours maximum, includes set-up &amp; event; \$75.00 for each additional hour &amp; \$150.00 non-refundable deposit to cover sound technician, clean-up &amp; open / close building)</b>	550	\$550.00
___ Fellowship Auditorium <b>(6 hours maximum, includes set-up &amp; event; \$75.00 for each additional hour &amp; \$150.00 non-refundable deposit to cover sound technician, clean-up &amp; open / close building)</b>	685 (375 with tables)	\$650.00
___ Multipurpose Room <b>(4 hours maximum, includes set-up &amp; event; \$75.00 for each additional hour &amp; \$100.00 d non-refundable deposit to cover sound technician, clean-up &amp; open / close building)</b>	80 (40 with tables)	\$200.00
___ Small Meeting Room <b>(4 hours maximum, includes set-up &amp; event; \$75.00 for each additional hour &amp; \$50.00 non-refundable deposit to cover sound technician, clean-up &amp; open / close building)</b>	20 - 25	\$100.00
___ Wedding Package: <b>(12 hours maximum, includes set-up &amp; event; \$75.00 for each additional hour &amp; \$200.00 non-refundable deposit to cover sound technician, clean-up &amp; open / close building)</b>	Sanctuary, Fellowship Hall, Reception and Rehearsal Dinner)	\$1000.00

**Additional Requests/Comments:** \_\_\_\_\_

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## NON-MEMBER'S REQUEST TO USE CHURCH FACILITIES

Fill out all contract information, sign and return with your non-refundable deposit. Balance Due two weeks (14 days) before scheduled event.

Total Due: \$ \_\_\_\_\_ Deposit: \$ \_\_\_\_\_ Balance Due: \$ \_\_\_\_\_

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

Church Personnel in charge of Event: \_\_\_\_\_

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

Trustee Servant Leader's Signature: \_\_\_\_\_

The undersigned agrees to hold harmless all members of New Ebenezer Baptist Church, its officers, administrators, certified and non-certified employees for loss of any material, equipment, and injury, which may occur while using any of the church owned buildings, facilities, grounds, or equipment. In addition, the undersigned agrees to hold harmless all parties identified above all acts of negligence and to inform all participants in your event, of this agreement. Lessee's signature affirms that he/she has read and agrees to rental rules and regulations.

### **Please Print**

Lessee's Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

Lessee's Signature: \_\_\_\_\_

Date Signed: \_\_\_\_\_ Date Approved: \_\_\_\_\_

**Person to be contacted in reference to this contract if other than above lessee is not available.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

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

# Coordination of Personnel

**Person in charge of opening and closing facility:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Person in charge of audio services:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Person in charge of cleaning and restoring facility:**

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_