

# *Central Baptist Church*

## **BUILDING USE TERMS & CONDITIONS**

### **Rates**

- Member rental rates include members or associates of Central Baptist Church (defined by the CBC Constitution: Article IV). Non-member rental rates refer to everyone not a member or associate of CBC.
- Minimum rate = up to 4 hours (includes time required for set-up, the event, and clean-up).
- Day rate = any period of time beyond the 4-hour minimum up to a maximum of 8 hours.
- Rates for recurring building use (i.e., classes, performance groups) may be negotiated with CBC's Board of Trustees.

### **Weddings**

- Weddings at Central Baptist Church are typically performed by our pastor. All weddings will be conducted in consultation with our pastor.
- Wedding reservations include several pre-wedding meetings between the couple and our pastor, the wedding rehearsal, and the wedding day.
- In addition to the rental fee, an honorarium of \$300 is suggested for our pastor.
- The rental fee does not include an organist, vocalists, or musicians. If requested, the church can provide a list of musicians for separate engagement.
- Weddings do not include use of the Clarke Hall—unless that space is specifically requested—but do include use of downstairs classrooms for changing clothes.

### **Deposits**

- A building use request form, along with the required deposit, must be submitted to the church office before a reservation can be confirmed.
- Once a reservation request is approved, the deposit is non-refundable.
- In case of a change of date, all efforts will be made to accommodate that request. However, previous reservations take precedence. In the event of the rescheduling of an event, 50% of the deposit may be applied to the new date provided that more than 30-days notice is given in writing to CBC's administrative assistant.

### **Reservations**

- Any group that rents CBC on an ongoing basis (i.e., weekly, monthly, seasonal) must arrange for at least one representative to meet with CBC's Board of Trustees prior to initial building use or annual renewal of the rental agreement. The meeting can be arranged by CBC's administrative assistant.
- Reservations shall be made on a first-come, first-served basis, subject to the approval of CBC's Board of Trustees.
- The church will be opened, supervised, and closed by a designee of the church.

## **Clean-Up**

- All facilities must be cleaned by the renter/user and left in the same condition as found or better.
- Window shades and windows must be put back to their original positions.
- Use of dishes, etc., requires that they be washed and returned to their appropriate places.
- All materials brought into the church for events must be removed at the conclusion of the event. Performance groups must remove all props, costumes, and materials brought into the church.
- Trash must be placed in plastic bags and removed from the premises or put into the trash receptacles in the basement.
- Any decorations or props, etc., must be free-standing and not nailed or tacked to the walls.
- No paint or tacks or tape shall be applied to the walls.
- Any alterations shall be subject to the approval of CBC's Board of Trustees and the supervision of CBC's event coordinator.
- Thermostat levels will be set by CBC's event coordinator and not adjusted by the renter/user.
- The renter/user is responsible for the conduct of all participants. Any damages to the premises will be repaired or paid for by the renter/user to CBC's satisfaction.
- Remember that CBC is a place of worship and should be treated accordingly.

## **CBC Event Coordinator & Renter/User Responsibilities**

- CBC's event coordinator assists with the heating system, lights, restrooms, sound system, and opening and closing the building.
- Renters are responsible for setting up chairs, tables, equipment, etc. and for returning all furniture and equipment to their original position.