

**Member Facility Usage Agreement  
SOCIAL HALL FOR GENERAL USE**

General Events such as birthday parties, family gatherings, anniversary parties, requiring usage of Social Hall

Name: \_\_\_\_\_  
Date Requested: \_\_\_\_\_ Facility Requested: Social Hall  
Time of Day Requested: from \_\_\_\_\_ to \_\_\_\_\_ (including set up and clean up) \_\_\_\_\_ Event Time  
For the purpose of: \_\_\_\_\_

**Note**

- If a member wishes to make a donation to the church for using the facility, simply because they choose to, we will certainly accept it. However, church members are not required to pay for the use of the building that they already own and pay for with their tithes and offerings.

**The Agreement does “not” include the following:**

- The use of any other areas in the church (without prior permission)
- Paper products and other supplies

**Regulations**

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed “inside” the facility but is allowed outside
- Thermostats may not be changed from their settings
- You are invited to use ice from the ice machine
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church
- Please remove all trash from your event from the premises. Replacement trash bags are located in the closet off the social hall in the metal cabinet.

**Additionally**

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter’s activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

**Please Note**

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

Note: Due to the number of requests, this date will be held until \_\_\_\_\_ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

**Please return the agreement to Clifford Baptist Church – Attn: Kim Morcom, Ministry Assistant**

**Non-Member Facility Usage Agreement  
SOCIAL HALL FOR GENERAL USE**

FOR ANY EVENTS SUCH AS  
BIRTHDAYS, FAMILY  
GATHERINGS, ANNIVERSARY  
PARTIES, ETC.  
REQUIRING SOCIAL HALL  
USAGE

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

Date Requested: \_\_\_\_\_

Facility Requested: Social Hall

Time of Day Requested: from \_\_\_\_\_ to \_\_\_\_\_ (including set up and clean up) \_\_\_\_\_ Event Time

For the purpose of: \_\_\_\_\_

**Non-Member Qualification**

- Only immediate family of Clifford Baptist Church members are allowed to rent the facility. Immediate family will be defined as parents, children, siblings and grandchildren. Any requested exception should be brought to the staff for approval.

**Sponsor Responsibilities**

- The contract will be presented to the sponsor for approval before being presented to the non-member
- A member in good standing with the church must sponsor any non-member wishing to use the church property in order to rent the facility.
- The sponsor must cosign the contract and agree to assume responsibility for any unpaid fees, damage repair, or cleaning costs resulting from the non-members activity.
- **The sponsor must be present during all sponsored activities**
- The sponsor is responsible for making sure all church items are returned to their proper place. (This does "not" include sound equipment).

**Retainer Fee = \$200**

- The retainer fee is due when the contract is returned in order to reserve the date.
- The \$200 retainer will be returned after the church staff has verified that:
  - All regulations have been kept
  - Any materials brought on site for the activity have been removed
  - Any church items are returned to their proper place
  - And the cleaning was satisfactory
  - The \$200 retainer will be returned to the renter

**Rental Cost**

- The rental fee should be paid in full at least one month in advance of the date requested.
  - Social Hall **\$300**

**The Agreement does "not" include the following:**

- The use of any other areas in the church (without prior permission)
- Paper products and other supplies

**Regulations**

- Music should be appropriate for a church setting
- No dancing
- No alcoholic beverages on the premises, including the parking lot
- No tobacco product use is allowed "inside" the facility but is allowed outside
- Any candles used in the chapel or sanctuary must have some type of drop cloth under them to catch wax drippings
- Thermostats may not be changed from their settings
- Ice from the ice machine "can" be used by the rental party
- All functions must be completed (i.e. cleaned up and ready to leave) by 11pm
- The church reserves the right to determine if an activity is appropriate for the church

- Please remove all trash from your event from the premises. Replacement trash bags are located in the closet off the social hall in the metal cabinet.

**Additionally**

- The renter agrees to hold Clifford Baptist Church free from any liability arising from the renter's activity.
- The renter agrees to repair or replace any and all items that are damaged as a result of the rental activity. The church reserves the right to determine if repair is sufficient or if replacement is necessary.

**Please Note**

- The renter assumes all responsibility and liability for the safety of minors on site from any and all danger. Clifford Baptist Church has no on site supervisor and therefore recognizes no liability for unsupervised minors.

Non-Member Signature: \_\_\_\_\_

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

Sponsor Signature: \_\_\_\_\_

Date Signed \_\_\_\_\_

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

Phone #: \_\_\_\_\_

Email: \_\_\_\_\_

Retainer Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Rental Cost Check #: \_\_\_\_\_ Date Received: \_\_\_\_\_

Note: Due to the number of requests, this date will be held until \_\_\_\_\_ (date). If the signed agreement is not returned to the church prior to the above agreed upon date we will release the date to anyone else that may want it.

**Please return the contract, retainer fee, and/or the rental cost to:**

Clifford Baptist Church, Attn: Kim Morcom, Ministry Assistant