

FOR WEDDINGS, RECEPTIONS
OR BRIDAL SHOWERS

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Member Facility Usage Agreement

Name: _____

Date Requested: _____ Facility Requested: _____

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)
- Pastors, Media Services, Media Equipment unless previously approved (if approved, the rental party must provide a qualified media technician), Organist, Pianist, 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 must have some type of drop cloth under them to catch wax drippings
- 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.

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ Date _____

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

Clifford Baptist Church

635 Fletchers Level Road Amherst, VA 24521 Phone: 434-946-0555

Sr. Pastor: Rev. Dr. Michael R. Fitzgerald

Associate Pastor: Rev. Clyde M. Mawyer Jr.

Youth Minister: Rev. Jeffrey Campbell

Ministry Assistant: Kim Morcom

Treasurer: Melinda Padgett

Non-Member Facility Usage Agreement

Name: _____

Date Requested: _____

Facility Requested: _____

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**
 - Minnie Stinnett Chapel **\$200**
 - Main Sanctuary **\$500**

The Agreement does "not" include the following:

- The use of any other areas in the church (without prior permission)
- Pastors, Media Services, Media Equipment unless previously approved (if approved, the rental party must provide a qualified media technician), Organist, Pianist, 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 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: _____

I have read and agree to the guidelines set forth in the Marriage, Bridal and Baby Shower policy sent to me prior to issuing this contract.

Signature _____ **Date** _____

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