

## ***(George Porter Fellowship Hall)***

### ***(Member)***

The George Porter Fellowship Hall may be used for meetings, family reunions, birthday celebration, etc. There shall be no private events held on Sundays. A call to the church office should be made to obtain ***Event Reservation Application***. Completion of this application does not guarantee the requested date. .

Upon completion, signing and returning ***the Reservation Application***, along with \$\_\_\_\_\_ , your date will then be secure. You may change your original scheduled date, **Only One Time** to another available date within the same year. If there is a need to change your original date any additional times there will be an additional deposit required. **All cancellations must be in writing** and received at least **30 days** prior to your scheduled event in order to receive your prepayments .

### **Caterers**

Arrangements for set-up and arrival of caterers must be coordinated with the appropriate trustee/representative of the church. If you would like to use the stove for cooking there is a \$50.00 charge for this service. Kitchen area must be left clean and all food, utensils, trash, etc, must be removed The church is not responsible for providing utensils, linen or tableware. All tables and chairs must be properly cleaned. All floors are to be swept and/or wet mopped (clear water only) on any spills as necessary and all other surfaces are to be cleaned. All personal and rental equipment must be

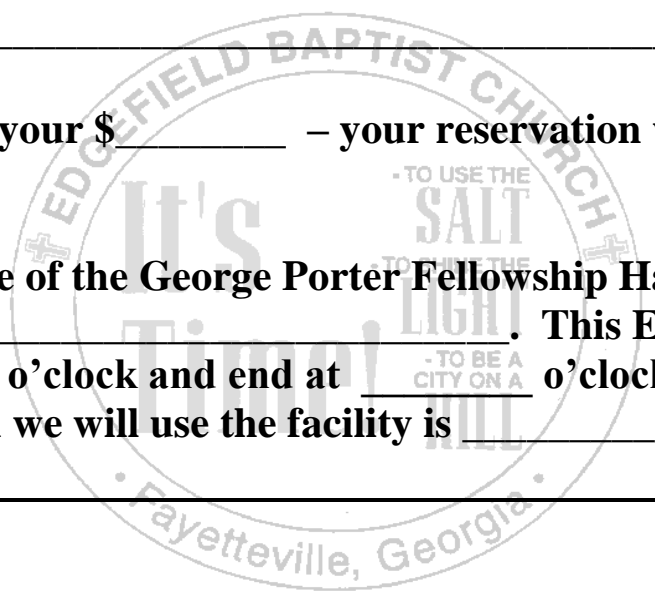
removed, no exceptions. All items left will be discarded. The serving and drinking of alcoholic beverages, smoking, dancing and playing inappropriate music are all prohibited. It is the responsibility of the caterer/renter to ensure that the kitchen is left clean and all items removed. .

*Edgefield Baptist Church*  
*Reservation Application/Contract*

Today's Date: \_\_\_\_\_

Once we received your \$ \_\_\_\_\_ – your reservation will be confirmed.

We request the use of the George Porter Fellowship Hall on (Date)\_\_\_\_\_. This Event will begin at \_\_\_\_\_ o'clock and end at \_\_\_\_\_ o'clock. The purpose for which we will use the facility is \_\_\_\_\_



For Kingdom Building

**Contact Name, Address and Phone Number**

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

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

**Telephone** \_\_\_\_\_

It is important to keep in mind that the fellowship hall is a part of the church, therefore vocal or instrumental music selections must be in keeping with the reverence observed in the church. \_\_\_\_\_ INITIAL HERE

The care of the property must be exercised by responsible persons before, during and after a scheduled event. Persons requesting the rental of the premises are responsible for all damage and loss incurred and for the safety of their guests during and after their scheduled event.

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Signature of parties(ies) requesting use of the Church

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Date of request

**TO BE COMPLETED BY CHURCH ADMINISTRATOR**

Event Date \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

**Set-Up Times**

**For Weddings**

**Florist** \_\_\_\_\_, **Decorating** \_\_\_\_\_,

**Caterer** \_\_\_\_\_

WEDDING \_\_\_\_\_ REHEARSAL \_\_\_\_\_ RECEPTION \_\_\_\_\_

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

Family Reunion \_\_\_\_\_ Bridal Shower \_\_\_\_\_ Baby Shower \_\_\_\_\_

**Other Function**

(Please Specify Function Name) \_\_\_\_\_

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

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

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Church Administrator Signature

Date

## ***RULES OF CONDUCT***

**It is important that you understand and abide by the rules of conduct set forth by Edgefield Baptist Church. Please read them carefully and sign below that you understand the provisions and will abide by them. The party(ies) requesting the use of the Church are responsible for the actions of their guest.**

**There is to be no activity (i.e. preparation for events) during service times. You may drop off any items to be placed in the refrigerator but your rental of the hall will not begin until service has been dismissed.**

**Rental of the hall is for no more than 6 hours unless additional time is purchased.**

**Decorations should be within the bounds of simplicity and good taste. No glue, tape, staples, tacks or nails are allowed. No dripping candles. All decorations must be removed immediately after use of the Church.**

**The wedding party is responsible for leaving rooms used in the condition as found. The signee of this contract will assume any damages/repairs or cleaning incurred. \_\_\_\_\_ INITIAL HERE**

**All ironing must be done in the Fellowship Hall. \_\_\_\_\_ INITIAL HERE**

**Any long distance charges incurred to our telephone bill during your time of usage of the Church will be billed to you. \_\_\_\_\_ INITIAL HERE**

**The rental is responsible for personal property at all times. The church is not responsible for missing items. \_\_\_\_\_ INITIAL HERE**

**Our custodian/trustee will be responsible for operating the heating and air conditioning controls and opening and locking up the Church and Fellowship Hall.**

**All trash must be placed in designated trash bags. \_\_\_\_\_ INITIAL HERE**

All equipment brought onto the property must be loaded and taken off the property each day. NOTE: Edgefield Baptist Church is not responsible for any equipment, rental property or personal effects brought onto the premises.

\_\_\_\_\_ INITIAL HERE

I understand the provisions and regulations above and agree to abide by them.

\_\_\_\_\_  
Signature of party(ies) requesting use of the Church

**I hereby indemnify and hold harmless Edgefield Baptist Church from and against any and all loss, cost or liability resulting or occurring by reason of my use of the premises.**

**DISCLAIMER: Edgefield Baptist Church reserves the right to cancel this contract, if terms of contract are not followed through completely.**

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**For Pastor Use:**

Approved \_\_\_\_\_

Denied \_\_\_\_\_

\_\_\_\_\_  
Pastor Signature/Date

