

Friendship Missionary Baptist Church
1317 NW Cherry Street * Winston-Salem, NC 27105
Phone: 336.245.6570
Reverend Dr. SD Patterson, Pastor

AGREEMENT FOR USE OF CHURCH FACILITIES

Contact Person(s)	
Name of Organization	
Address, Zip	
Cell Phone	Email Address
Type of Event (s)	Date(s) of Event
Setup Day/Time Before the Event:	Ending Time of Setup:
Start Day/Time of Event:	Ending Time of Event (Wrap Up) Time:

Fees	*Member	Non-Member	Amount
() Fellowship Hall	\$200.00	\$300.00	
() Sanctuary	\$200.00	\$300.00	
() Usage of Both	\$300.00	\$600.00	
() Personnel Fee	\$15.00 per hour	\$25.00 per hour	
() Pavilion	\$50.00	\$100.00	
() Pastoral Services (Counseling Sessions, Rehearsal & Wedding)	\$250.00	\$350.00	

**Active Church Member*

A SIGNED AGREEMENT AND DOWN PAYMENT MUST BE RECEIVED TO RESERVE YOUR DATE AND TIMES

Signature of Contact Person	Date
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Approved:	Trustee	Date
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Approved:	Trustee	Date
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For Official Use Only Estimated Cost: _____ Deposit Method: Cash ____ Certified Check ____ Money Order ____

Agreement Planning, Policies and Regulations of Friendship Missionary Baptist Church

RENTAL FEES

- A security deposit/down payment of \$100.00, along with this signed agreement, is required to reserve the date(s) and space. The security deposit/down payment of \$100.00 will be applied to your total rental fee. All balances must be paid to Friendship Missionary Baptist Church (FMBC) 10 days in advance of event by either cash, money order or certified check. If the event is within 10 days, the entire fee must be paid at the time of reservation. No personal checks will be accepted. No hold dates or terms will be granted until the security deposit is received.
- The normal contractual agreement hours for events is based on 0-4 hours for the day of event and 1.5 hours the day of rehearsal/setup. Usage of facility may occur only in the space rented by the Renter/Guest. Arrangements regarding activities beyond the 4 hours or in areas not rented will be subject to additional personnel fee and space charges of \$75.00 per hour.

Renter/Guest Initials: _____ Date: _____

DAMAGES

FMBC will be in a clean condition prior to your event; therefore, it is the sole responsibility of the Renter/Guest to leave the facility in a clean condition as it was found. Renter/Guest must report, and pay for, any property damage to the facility.

Renter/Guest Initials: _____ Date: _____

SITE DECORATIONS

FMBC wants to make every event at our facility a special and welcome experience. Therefore every effort will be made to allow Renter/Guest to prepare decorations reflecting their creative requirements. We ask that only FMBC/staff rearrange and move any furnishings. No nails, screws, tacks, or penetrating items should be used. Any tape or gummed backing materials must be properly removed and any wall damage will be charged back to the Renter/Guest. No glitter or foil (non-paper) confetti is allowed on site.

Renter/Guest Initials: _____ Date: _____

ELECTRICAL SERVICE

All equipment must comply with all federal, state and local safety codes. Renter/Guest is expected to provide their own extension cords.

Renter/Guest Initials: _____ Date: _____

CONDUCT

There is absolutely no drug use, alcohol or smoking of any kind tolerated on premises including loitering or congregating outside on the premises during the event. Disparaging remarks or any type of physical violence will not be tolerated and will be cause for immediate expulsion. Guests shall use the premises in a considerate manner at all times. Conduct deemed disorderly at the sole discretion of the FMBC Officials shall be grounds for immediate expulsion from the premises and conclusion of the rental period. In such cases NO refund of the rental fee shall be made.

Renter/Guest Initials: _____ Date: _____

FMBC STAFF RESPONSIBILITY

FMBC staff may enter and exit premises during the course of the event. A FMBC staff person will be on-site during your event and will be checking periodically with the responsible parties to insure everything is working smoothly. Staff will also check the restrooms, the overall premises, replenishing hand towels and toilet paper, and will be available for questions or to respond to needs or issues that may arise.

Renter/Guest Initials: _____ Date: _____