

Eudora Baptist Church Facility Use Policy/Reservation Form

Our Church Sanctuary, Kitchen and Fellowship Hall are available for personal use on a case-by-case basis at the discretion of our Ministerial staff when such use is appropriate and presents no conflict with Eudora Baptist Church activities. A Facility Reservation Form must be filled out and submitted to the church *at least two weeks in advance of the requested date*. All deposits and fees are due prior to the event date and reservations will not be finalized until paid. The fee schedule for members and non-members is listed below, along with a list of expectations for those using the facility.

Expectations:

- Determine adequate time for setup & clean up in reserving your time slot.
- Renting groups and individuals will leave the facilities clean and any equipment used will be left in the same condition provided.
- The person signing the reservation form will be responsible for repair or replacement of any damaged equipment, furniture and furnishings caused by his/her self or their group's use of this facility.
- Absolutely no Alcoholic beverages or illegal substances are allowed on Eudora Baptist Church Properties.
- Eudora Baptist Church is not responsible for any injury or loss experienced by the renting group or any individual or any one associated with the renting group or individual during the rental use of our facilities. Use will be at your own risk.

Fees:

There will be a \$100.00 security deposit for non-members. It will be returned after a final inspection is made to ensure cleanliness and integrity of equipment.

<u>Active Members</u>	<u>Inactive Members</u>	<u>Non-Members</u>
No Fee for active members	\$50.00 per hour of use	\$ 75.00 per hour of use
<u>Active Members – continuing basis (for non-church related event)</u>		
\$10 per hour of use/\$40 per day/night maximum		
<u>Inactive Members – continuing basis (for non-church related event)</u>		
\$20.00 per hour of use/\$60 per day/night maximum		
<u>Non-Members – continuing basis (for non-church related event)</u>		
\$35.00 per hour of use/\$100 per day/night maximum		

Sound Person – The standard rate for the use of the church's sound room/system is \$75.00 per hour. This includes operation by a *church approved member only*. No non-member may be allowed to operate the sound room/system. This compensation will go directly to the person operating the equipment.

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Pianist - The standard rate for the church pianist is \$75.00 per hour. This will be paid directly to the church pianist. All non-member pianists must be approved ahead of time by the Ministerial staff and may set their own price structure.

Weddings- Please be advised that in addition to the above-mentioned costs the current Minister of Eudora Baptist Church has a fee for performing wedding ceremonies of \$100.00 He also has personal policies in affect governing whom and under what circumstances he will marry a couple in accordance to his own convictions. Please ask about these policies prior to scheduling your wedding ceremony

- Also be advised that the current Minister requires marital counseling prior to performing wedding ceremonies.
- Non-Member Ministers performing ceremonies at E.B.C. must be a member of a church of like faith and doctrinal position and also provide his written Testimony and Statement of Faith with the Reservation Form.

Funerals – Eudora Baptist Church does not charge for the use of our facilities for Funerals.

Non-Profit Organizations - After proper scheduling and Staff approval, there is no fee for other non-profit organizations such as AA , Girl or Boy Scouts etc. However, if church supplies are used in the process of their meeting a love offering should be considered.

Reservation Form

Date of Submission: _____ Date & Time Requested: _____

Name of Group/ Individual: _____

Contact Person: _____ Phone(s): _____

Address: _____ City: _____ Zip _____

Nature of Activity Planned: _____

Number of Children: _____ Youth: _____ Adults: _____

Area(s) Requested: _____

**PLEASE READ CAREFULLY AND SIGN THE ATTACHED
AGREEMENT AND WAIVER.**

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Agreement & Waiver:

I have read the Eudora Baptist Church Facility Use Policy and Reservation Form and agree to abide by the information contained therein. I also waive and release, indemnify, hold harmless and forever discharge Eudora Baptist Church and it's agents, employees, officers, directors, affiliates, successors and assigns of and from any and all claims, demands, debts, expenses, causes of action, lawsuits, damages and liabilities, of every kind and nature whether known or unknown, in law or equity, that I ever had or may have, arising from or in any way related to my participation in any of the events or activities, conducted by, on the premises of, or for the benefit of, Eudora Baptist Church.

_____ Date: _____
Signature of Group/Event Representative

For Office Use Only:	
Date Request approved: _____	
Staff Signature: _____	
Fee Paid: _____	Date Paid: _____