

Facility Use Contract Sanctuary

First Baptist Church, 707 St Patrick St, Rapid City, SD

The following are required:

Sanctuary Rental	\$175.00
Sound Person	\$75.00
Custodial	\$75.00
Refundable Deposit	\$500.00
Coordinator	\$100.00

Optional Services:

Pastor	\$100.00
Organist/Pianist	\$75.00
Soloist	\$45.00

Other important items to note:

Please consult with the head pastor before inviting an outside pastor to participate in your ceremony.

Candles – **USE DRIPLESS CANDLES.** There are two candelabras with seven holders each. Clear plastic mats must be placed under the candelabras. *Tip: Light all candles ahead of time and immediately snuff them out (do not blow them out) – this makes for easier lighting the day of the ceremony.*

Smoking and alcohol are not allowed in or on the church property.

Do not use rose petals or live flowers when having a flower girl.

Use bubbles rather than rice or birdseed.

The church building must be vacated by 10:00 pm if ceremony is on Saturday.

Do not move the piano. Cost to return it will include movers and retuning at current rate.

Barring damages, deposit will be returned in full within seven days. Any damages incurred in excess of the deposit will be billed to the responsible party named below. If clean up takes over 2 hours an additional \$25.00/hr will be charged against deposit. _____initials

Reservation of date will be confirmed when a signed contract and sanctuary deposit has been received. Balance of fees for all services provided by First Baptist Church is due seven days prior to the wedding. These may be paid to the church office or the wedding coordinator by cash or individual checks. Access to building will not be granted until paid in full. _____initials

Date of Event _____, 20____ Event is for _____
and _____

Responsible party agrees to the following fees for agreed services

Deposit \$500.00 + Required Fees \$425.00 + Optional Services\$_____

Total Fees \$_____ Date Received: Deposit _____, 20____ Remainder

Fees _____,20 _____

I agree to the above terms and conditions:

Responsible Party _____ Date _____

Name (print) _____ Phone _____

Address _____

Facility Use Contract

Fellowship Hall

First Baptist Church, 707 St Patrick St, Rapid City, SD

The following are required:

Fellowship Hall Rental	\$150.00
Custodial	\$75.00
Refundable Deposit	\$500.00
Coordinator	\$100.00

Optional Services:

Sound System	\$50.00
includes cd player and one microphone	

Items available for your use: Please circle items you wish to use.

- | | |
|---|---|
| <ul style="list-style-type: none"> • Silver service • Punch Bowl • 14 – 60” round tables | <ul style="list-style-type: none"> • Folding chairs • Skirted serving table (2 – 8” tables) |
|---|---|

Other important items to note:

Make an appointment to meet with our custodian prior to making arrangements in the Fellowship Hall. He can best advise you of our policies regarding hall use.

Candles – **Use in centerpieces only**

Smoking and alcohol are not allowed in or on the church property.

The church building must be vacated by 10:00 pm if event is on Saturday.

Barring damages, deposit will be returned in full within seven days. Any damages incurred in excess of the deposit will be billed to the responsible party named below. If clean up takes over 2 hours an additional \$25.00/hr will be charged against deposit. _____initials

Reservation of date will be confirmed when a signed contract and sanctuary deposit has been received. Balance of fees for all services provided by First Baptist Church is due seven days prior to the wedding. These may be paid to the church office or the wedding coordinator by cash or individual checks. Access to building will not be granted until paid in full. _____initials

Date of Event _____, 20____ Event is for _____
and _____

Responsible party agrees to the following fees for agreed services

Deposit \$500.00 + Required Fees \$325.00 + Optional Services\$_____

Total Fees \$_____ Date Received: Deposit_____, 20____ Remainder
Fees_____,20____

I agree to the above terms and conditions:

Responsible Party _____ Date _____

Name (print) _____ Phone _____

Address _____

Facility Use Contract
Sanctuary & Fellowship Hall
First Baptist Church, 707 St Patrick St, Rapid City, SD

The following are required:

Facility Rental	\$325.00
Rehearsal Dinner Rental	\$100.00
Sound Person	\$75.00
Coordinator	\$150.00
Custodian	\$100.00
Refundable Deposit	\$500.00

Optional Services:

Pastor	\$100.00
Soloist	\$45.00
Organist/Pianist	\$75.00
Fellowship Hall Sound System	\$50.00

Items available for your use: Please circle items you wish to use.

- Silver service
- Punch Bowl
- 14 – 60” round tables
- Folding chairs
- Skirted serving table (2 – 8” tables)

Other important items to note:

Please consult with the head pastor before inviting an outside pastor to participate in your ceremony.

Candles – **USE DRIPLESS CANDLES.** There are two candelabras with seven holders each. Clear plastic mats must be placed under the candelabras. *Tip: Light all candles ahead of time and immediately snuff them out (do not blow them out) – this makes for easier lighting the day of the ceremony.*

Candles in the Fellowship Hall – **Use in centerpieces only**

Smoking and alcohol are not allowed in or on the church property.

Do not use rose petals or live flowers when having a flower girl.

Use bubbles rather than rice or birdseed.

The church building must be vacated by 10:00 pm if ceremony is on Saturday.

Do not move the piano. Cost to return it will include movers and retuning at current rate.

Make an appointment to meet with our custodian prior to making arrangements in the Fellowship Hall. He can best advise you of our policies regarding hall use.

Barring damages, deposit will be returned in full within seven days. Any damages incurred in excess of the deposit will be billed to the responsible party named below. If clean up takes over 4 hours an additional \$25.00/hr will be charged against deposit. _____initials

Reservation of date will be confirmed when a signed contract and sanctuary deposit has

been received. Balance of fees for all services provided by First Baptist Church is due seven days prior to the wedding. These may be paid to the church office or the wedding coordinator by cash or individual checks. Access to building will not be granted until paid in full. _____initials

Facility Use Contract
Sanctuary & Fellowship Hall
First Baptist Church, 707 St Patrick St, Rapid City, SD

Date of Event _____, 20____ Event is for _____
and _____

Responsible party agrees to the following fees for agreed services

Deposit \$500.00 + Required Fees \$_____ + Optional Services\$_____

Total Fees \$_____ Date Received: Deposit _____, 20____ Remainder
Fees _____, 20____

I agree to the above terms and conditions:

Responsible Party _____ Date _____

Name (print) _____ Phone _____

Address _____