



Building Use Policy/Agreement
Central Baptist Church
1967 High Point Road, Albertville, Alabama 35950
(256) 878-8549 or daniel@centralbaptistalbertville.com

General Information: The use of church facilities shall be limited to individuals or groups who are compatible with the mission and purpose of Central Baptist Church. Please contact the church office at the earliest possible convenience to reserve the church facility. Keep in mind that church activities already scheduled will have precedence. The church custodian (or church-designated person) will be available to assist with church facilities.

Fees and Donations

Custodian Clean-Up (If necessary--applies to both members and non-members)

\$75.00—Sanctuary and/or \$75.00--Fellowship Hall

Deposit may be refunded on the authority of the pastor if the facilities are maintained during the event.

Donations to Reimburse Church (Requested of non-members to cover cost of utilities)

\$25.00—Sanctuary and/or \$25.00--Fellowship Hall

Personnel Expenses

Sound/Media Technicians (if necessary) - \$25/hour prepaid and scheduled with church-approved technicians

General Guidelines

1. It will be the responsibility of the person/group using our facility to leave the church building and furnishings in proper order. All furniture should be put back in its proper place (i.e., pulpit furniture, choir chairs, tables and chairs in the Fellowship Hall). If candles are used, they must be dripless. The church kitchen and any other rooms used must be cleaned (i.e., empty garbage, wash dishes). Our custodians are not expected to do these things. Our custodians will clean the building after these items are completed.
2. If someone other than our church musicians are to be used, approval should be secured from the minister of music or the pastor. Under no circumstances should the sanctuary piano or keyboard/organ be moved.
3. All fees and donations should be paid to the church three weeks in advance of the event date.
4. No smoking or use of alcohol is permitted on church property. Improper conduct by the party will not be tolerated and all deposits forfeited.
5. If the church sound system is needed, our sound technicians must be used.
6. Please show proper honor to the Lord in every way, especially regarding attire and selection of music/media if used.
7. Keys must be signed out and returned within 48 hours of the event at the Church Office between the hours of 8:00-12:00, Monday-Thursday.

We, the undersigned, agree to abide by all conditions of this policy for use of Central Baptist Church facilities. We will be responsible for any costs incurred by the church as a result of property damage caused by anyone in attendance at our event. In case of accidents/injuries, we agree that Central Baptist Church will not be held liable.

Signature: _____ **Phone:** _____

Signature: _____ **Phone:** _____

Date of Event: _____

Space(s) Needed: _____

Description of Event: _____

Church Personnel Requested: _____

Name of Contact: _____

Phone Number: _____

Email: _____

For Church Office Use

Amount Paid: _____ Date Paid : _____ Check Number: _____

Notes: _____
