

CHURCH ACTIVITY/BUILDING/VAN**REQUEST FORM**

This form is to be complete and returned to the leadership team at least 30 days in advance of the requested activity. If this request is for a non-church activity, (birthday party, wedding, shower, etc.) see additional information on the back.

Date of Event: _____ **Today's Date:** _____

Name of activity: _____

Beginning & ending time for set-up? _____

What is the beginning & ending time of the event? _____

Sponsored by: _____

Who is contact person for this event? _____

Address: _____ Phone: _____

Cell phone: _____ Email: _____

_____ Van _____ Sanctuary _____ Fellowship Hall / Kitchen _____ Media/AV**authorized users

_____ Fellowship Hall Only _____ Class Room(s) (Please specify) _____

_____ Outside shelter _____ Other (Please specify) _____

_____ table linens (if used, these must be laundered and ironed and hung back on rack)

Please check the church equipment/facilities to be used for your event:** ****It is the responsibility of the event planner to contact authorized persons (for opening/closing/cleaning of the building), AV team and/or pastor, if necessary. Call church office for list of authorized persons. Please include the names of those you have made arrangements with.**

Person to lock/unlock facility _____

Van Driver(s) _____ **Media/AV** _____

Would you like for the church office to publish this event in printed material (Church Ministry & Organizations Only)? _____

Name of person responsible for setup, cleaning up and damages: _____

Signature _____

Please Note:

*Events will **not** be placed on the church calendar without an Activity Request Form. Facilities and vehicles are available only when **not** already in use or reserved by a ministry of NBBC, and the activity does **not** conflict with any other regularly scheduled activity or special church sponsored activity or event. The church council has the right to cancel any activity or event if it conflicts with the church's schedule of activities/events or **does not rightfully promote the mission and purpose of NBBC, Verona, Ky.** (See wedding policies document.)*

Office Use Only

Date Received in the church office: _____ Received By: _____

Reviewed by church council: _____ Date approved: _____

General Guidelines for Use of New Bethel Baptist Church

(If this request is for a wedding, please email the pastor or church office to request a copy of our wedding policy)

1. If the bride, the groom, the guest of honor or the parents of these request a wedding, bridal or baby shower, a birthday, graduation or anniversary celebration and is a church member, there will be a \$100 deposit for the sanctuary and an additional \$100 deposit for the fellowship hall to be paid before the event.
2. If the bride, the groom, the guest of honor or the parents of these request a wedding, bridal or baby shower, birthday, or anniversary celebration and is not a church member, there will be \$150 deposit for the sanctuary and an additional \$150 deposit for the fellowship hall to be paid before the event.
3. If use of facilities is for a wedding, a \$100 honorarium will be paid directly to the pastor. An honorarium be paid to the sound person, if they are needed for the wedding. If you choose to use the custodian to clean up after the wedding an honorarium must be paid to them.
4. There is to be **no** smoking inside the church building at any time. Deposit will be forfeited if there is evidence of smoking within the building.
5. There is to be **no** use of alcohol on the church premises. Evidence will result in immediate dismissal of activity and deposits forfeited.
6. **If** building and facilities are clean and in good order after event, deposits will be returned as determined by our custodian and/or trustees. Cleaning includes but is not limited to sweeping and mopping fellowship hall, wiping down tables and chairs and all counter surfaces, cleaning of bathrooms and **taking out all trash** to dumpsters. Final decision as to cleanness will be made by a member of the church council.
7. Building use and activities must be approved by the Church Council, and final decision will be made by the pastor and deacons.

I hereby obligate myself, as the above representative of the above non-church activity, to all conditions set forth in church policy and regulations and release and promise to indemnify, defend, and hold harmless, New Bethel Baptist Church for any injury arising directly or indirectly, out of described activity.

Signature

Date

If facilities are to be used by non-church groups, a Certificate of Liability Insurance must accompany this request.