



BUILDING RENTAL AGREEMENT

Bethel Baptist Church
RR 3 Box 756, Vandalia, Ill 62471
(618)-326-7451

Fee Schedule	Member
Security Deposit	-0-
Sanctuary	-0-
Fellowship Hall	-0-
Custodian	\$25
Sound Technician	\$75
Video Technician	\$75
Kitchen Attendee	-0-

BETHEL BAPTIST CHURCH is a Southern Baptist Church, and is associated with the Reboth Baptist Association, the Illinois Baptist State Association, and the Southern Baptist Convention. As a Southern Baptist Church, **BETHEL BAPTIST** holds to and is in agreement with the *Baptist Faith and Message* as its doctrinal statement of faith and belief as adopted by the Southern Baptist Convention of 2000. Any function held at Bethel Baptist Church will honor God and His church, and will in no way take away from the glory of God.

The wedding policy and building rental agreement will no longer be open to the general public. The wedding policy and rental agreement are for members of Bethel Baptist Church and their immediate family. Immediate family includes children, grandchildren, and those under legal guardianship.

To secure a date for your event on the church calendar a completed Building Rental Agreement with Security Deposit is required. All dates should have the approval of the church Pastor and church office before the completed Building Rental Agreement with Security Deposit is sent in.

The Security Deposit covers the church property, building and its contents for possible repairs, reorganization or cleaning that goes beyond what would be considered as normal. If the church is returned to the same condition as before the event, all of the Security Deposit will be returned within 2 weeks after the date of the wedding.

The remainder of all fees is due 30 days before the date of the event. Should the event date be cancelled, all fees will be returned.

The Custodial Fee is required for any event.

The custodian is in charge of opening and closing the church, being available for questions and needs while the building is occupied, and cleaning after the event.

*** The member custodial fee is for locking and unlocking the church. No cleaning will be included in this fee. If cleaning is necessary upon final inspection, the rental signee will be sent a bill for the hours required to clean.

Building use Expectations

1. There shall be no smoking in any part of the building.
2. There shall be no presence of or use of alcoholic beverages on the church grounds – inside or out.
3. Behavior and language on the church property will be proper and respectful.
4. No church property shall be moved without prior approval by church staff. If church property is moved, it will be put back in its place after the event.
5. The rental signee assumes the responsibility that all instruments, sound equipment, and computers will not be touched without a church technician present. Any audio or video needed for the event will require a church technician. The piano and organ may be used upon pastor's approval. This fee does not cover pianist, organist, or singers.
6. No glitter or confetti is to be thrown – inside or outside the building.
7. The rental signee may play secular music during their event as long as it is approved by the pastor before the event.
8. If the kitchen is needed for a rehearsal dinner or special meal a kitchen attendee is required. The Kitchen attendee is there for direction and assistance, not to cook and clean.

RENTAL AGREEMENT

Renter's name: _____

Address: _____

Phone: _____ Email: _____

Event date: _____ Building needed from _____ to _____

(Check one): Fellowship Hall only ____ or Sanctuary and Fellowship Hall ____

Number of guests: _____

Sound technician needed? _____

Video technician needed? _____

Kitchen attendee needed? _____

I have received a copy of the Wedding Rental Agreement and agree to the terms and conditions contained therein.

SIGNED: _____

Date: _____

-----For Church Office-----

Security Deposit received (\$200) by: _____ Date: _____

Wedding Fee received _____ by: _____ Date: _____

Remainder of Fees received (\$ _____) by: _____ Date: _____

Security Deposit returned (\$ _____) by: _____ Date: _____

Pastor date approval _____ Date: _____



CLEANING EXPECTATIONS

FELLOWSHIP HALL:

- Sweep Floor
- Wash & Replace table to prior place
- Make sure décor is back where it was before event

KITCHEN:

- Make sure that any kitchen supplies are washed and replaced to original position
- Counters should be wiped down
- Floors Swept and mopped
- Coffee pots cleaned and turned off
- Make sure stoves are cleaned and turned off
- If food products or paper goods that are the property of the church are used, make sure replacement is written on the list.
- Place dishtowels and dish rags neatly on the counter and custodian will take them to be cleaned.