

Building Use Agreement



Beverly Park Baptist Church

11659 1st Avenue South
Seattle, WA 98168

P: 206-243-1701
E: info@beverlyparkchurch.org

Between Beverly Park Baptist Church and _____

Reserving Party

TERMS AND CONDITIONS

1. Beverly Park Baptist Church may permit use of the church building by members and non-members for events such as weddings, anniversaries, funerals, birthday celebrations, seminars, or other family events.
2. Approval by the pastor of the church is necessary before any event can be scheduled.
3. Building availability is between 8:00am – 9:00pm. The building must be vacated by 9:00pm.
4. Smoking and use of alcoholic beverages are prohibited.
5. Beverly Park will reserve the building on a first-come-first-served basis and upon receiving the appropriate deposit at least two weeks in advance of the event. When the appropriate deposit is paid, the event reservation is guaranteed.
6. Reservation of the building does not include use of our nursery and toddler facilities. You must have approval of the Pastor to use these special facilities.
7. Reservation of the fellowship hall includes use of the kitchen.
8. The reserving party/people are responsible to clean and store away all dishes and equipment used in the kitchen.
9. The reserving party/people are responsible to clean and return all tables and chairs to the original location at the conclusion of the event.
10. Beverly Park Baptist Church does not provide foodstuffs, paper goods or expendable supplies for the event.
11. At least one member of Beverly Park Baptist Church will be on church premises before and after the event at the specified times to offer supervision and assistance and unlock janitorial supplies for cleaning after the event.
12. Approval by the pastor of the church is necessary before any individual may operate Beverly Park's musical instruments or sound room equipment.
13. Beverly Park Baptist Church can assist you in making personal arrangements for assistance that you may need from skilled people (sound room operator, organist or pianist). We ask that you recognize that people are voluntarily taking time from their personal schedule to assist you, and suggest that you give them a minimum honorarium of \$20 per appointment.

WEDDINGS AND FUNERALS

14. Our pastor is available for assistance if you need help with a wedding or funeral and will not require you to pay him for his services. We request that you recognize that he is taking time from his duties and personal schedule to assist you, and suggest that you give him an appropriate honorarium.
15. Our pastor requires a minimum of four premarital counseling sessions prior to conducting a wedding. If you wish to speak to the pastor, please call for an appointment.

COST FOR USE

| Description | Price | Number of Days | Amount |
|--|----------|----------------|------------------|
| 1 Auditorium and/or Fellowship Hall rental | \$200.00 | x | = \$ |
| 2 Set up or decorating fee (prior to event) | \$50.00 | x | = \$ |
| 3 Sound/Media Operator (\$15/hr after 3 hours) | \$15.00 | x | = \$ |
| *Sound/Media Operator Base Amount \$50.00 | | | \$ |
| 4 Subtotal of Rental Fee (day rate) x (no. of days) + (setup fee) + Sound/Media Base Amount (*if applicable) | | | \$ |
| 5 Refundable reservation deposit* | \$100.00 | N/A | \$ 100.00 |
| 6 Damage deposit or extraordinary cleaning fee** | \$100.00 | N/A | \$ 100.00 |
| 7 Subtotal of deposits due for Reservation | | | \$ 200.00 |

TOTAL COST (row 4) + (row 7)

Deposits are due at the time of Reservation and remaining balance is due up to the day of the event.

*If an event is cancelled less than one week prior to event, the \$100 reservation deposit is non-refundable.

Refundable if there is no extraordinary cleaning or damage. **Multiple-day events are excluded from this refund.

Refund checks will be sent in the mail or available at the office for pick-up one week after the event.

BUILDING USAGE TIMES

Please list the dates and times the building needs to be opened and locked up for each day of the event and a representative who will be there. Please include any set up days required and add more rows if needed. Building availability is between 8:00am and 9:00pm.

| Date | Contact Name | Contact Phone Number | Time Opened | Time Locked Up |
|------|--------------|----------------------|-------------|----------------|
| | | | am / pm | am / pm |
| | | | am / pm | am / pm |
| | | | am / pm | am / pm |
| | | | am / pm | am / pm |
| | | | am / pm | am / pm |

AGREEMENT

I understand the expectations for and the cost of use of Beverly Park Baptist Church facilities, and pledge to honor them. I request the use of Beverly Park Baptist Church facilities on the date(s) and times and for the amounts listed previously.

For the purpose of (please circle one or describe event under other)

Wedding Birthday Anniversary Seminar/Class Funeral Other:

Event Name Expected Number of Attendees

Printed Name of Reserving Party Telephone Number Email Address

Street Address City State Zip

Signature Date

WEDDINGS

If this is a wedding/vow renewal reservation, please print the following information:

Bride's Name Groom's Name

Rehearsal Information:

Date Time

BPBC OFFICE USE ONLY

Signature of Person Receiving Deposit Date Amount

Signature of Person Granting Approval of Event Date

A copy of this agreement and a receipt of payment is given to the reserving party. The original is filed under Church Use after listing the event on the official church calendar.