**Beverly Park Baptist Church**

**11659 1st Avenue South Seattle, WA 98168**

**206-243-1701**

**beverlyparkbaptist@hotmail.com**

**Building Use Agreement**

* Beverly Park Baptist Church may permit use of the church building by members and non-members, for family events such as wedding, anniversary, birthday celebrations and other family events.
* Approval by the pastor of the church is necessary before any event can be scheduled.
* The building availability times are 8:00 AM – 9:00 PM. The building must be vacated by 9:00PM.
* Approval by the pastor of the church is necessary before any individual may operate Beverly Park’s musical instruments or sound room equipment.
* Smoking and use of alcoholic beverages are prohibited.
* Beverly Park will reserve the building for a family event, on a first come-first served basis, upon receiving the appropriated deposit at least two weeks in advance of the event.
* When the appropriate deposit is paid, the event reservation is guaranteed.
* Reservation of the building does not include use of our nursery and toddler facilities. You must have Pastor approval to use these facilities.
* Reservation of the fellowship hall includes use of the kitchen.
* The reserving party/people are responsible to clean and store away all dishes and equipment used in the kitchen.
* The reserving party/people are responsible to clean and return all tables and chairs to the original location at the conclusion of the event.
* Beverly Park Baptist Church does not provide foodstuffs, paper goods or expendable supplies for the event.
* At least one member of Beverly Park Baptist Church will be on church premises before, and after the event to supervise and offer assistance.
* 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.
* You may speak to our pastor if you need assistance with a wedding, or any other matter. Our pastor 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.
* 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.

Costs for Use of the Building Are:

 $200 Use of the Auditorium or the Fellowship Hall $200.00

 $50 Day before set up or decorating fee (per day)

Deposits Required to Reserve the Building Are:

 $100 Refundable Reservation Deposit Auditorium or Fellowship Hall, $100.00

 $100 Damage or extraordinary cleaning fee. $100.00

 Total = **$400.00**

 The first deposit is a $100 refundable deposit on the rental. If you cancel less than one week prior to your rental date then we keep the $100. The second deposit is refundable if there is no extraordinary cleaning or damage. These checks will be sent in the mail or available at the office one week after the event.

**AGREEMENT**

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

MONTH DAY(S) YEAR TIME (START-FINISH)

 **Additional set- up and/or decorating date needed? YES NO DATE: \_\_\_\_\_\_\_\_\_\_TIME:\_\_\_\_\_\_\_\_\_**

For the purpose of: (please circle one or write in under other)

Wedding Birthday Anniversary Seminar/Class Other: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Printed Name of Person Making Reservation Telephone Number Email Address

Address City State Zip

Signature of Person Making Reservation Date

Signature of Person Receiving Deposit Date Amount

Signature of Person Granting Approval of Event Date

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

Bride’s Name

Groom’s Name

Rehearsal Information:

Day Month Year Time

***A copy of this agreement is given to reserving party/person. The original is filed in Church Use file after listing event on calendar.***