

**OLD BEAVERDAM BAPTIST
REQUEST FOR CHURCH FACILITIES**

What event? ___ Wedding ___ Funeral ___ Birthdays ___ Others,

Month: _____ Day: _____ Year: _____ Time: _____

Person/organization making request: _____

Mailing Address: _____

Home Phone: _____ Cell _____ Work Phone: _____

REQUIREMENTS FOR FACILITIES

1. Request form for Church facilities must be on record.
 2. Must be approved by the Pastor and the majority of the Deacon and Trustee Ministries.
 3. Non- members who use Church facilities are responsible for paying a **\$150.00 usage fee plus a \$100.00 fee for cleanup** (weddings, funerals, birthdays, other). In addition, burial expenses in the church's cemetery are \$600.00. All expenses must be paid three days in advance.
 4. Active members having a Decorated Wedding at the Church/Fellowship facilities will be responsible for a **\$100.00**. The purpose of the Custodial Fee is for cleanup after the activities. All expenses must be paid three days in advance.
- **Wavier - If the family chooses to clean up themselves the \$100.00 clean-up fee will be waived. A deposit fee of \$100.00 is required.**
 - **Two Trustees must be available to come out and inspect the facility before the family leaves to ensure clean-up has occurred and to lock-up.**
 - **If the Trustees find the cleaning is suitable the \$100.00 deposit will be refunded; however, if the cleaning is not suitable, re-cleaning has to take place or the \$100.00 deposit will be kept by the church.**
 - **A \$100.00 deposit must be paid three days in advance. After the clean-up is complete the deposit fee will be returned.**

There will be No Exceptions to this Rule. This Rule Includes Members.

For Office Use Only

Date
received: _____ **Approved:** _____ **Denied:** _____

Pastor _____

Chairperson of Deacons: _____

Revised February 1, 2014