

March 2017

The First Brethren Church Rental Request and Contract

First Brethren Church believes that marriage is between a man and a woman and any marriage ceremony/reception held in the facility or on the grounds of the First Brethren Church will follow this belief. *1 Corinthians 7:1-3*

Those groups or organizations using The First Brethren Church facilities, adopted by our Board of Trustees, shall observe the following rules and regulations.

- 1.) The representative of an organization requesting the use of The First Brethren Church facilities shall check with the church secretary for available of desired date. This date must not conflict with any other church activity. Non-members must be sponsored by a member of the First Brethren Church and approved by 3 Trustees. (One being the Head Trustee.) Members need to be approved by 3 Trustees. (One being the Head Trustee.)
- 2.) The representative of the organization signing this contract assumes upon their own part, and upon the part of the building, property, and equipment during this time of use as well as the responsibility for the conduct of their group.
- 3.) The use of alcohol, gambling, or profane language shall not be permitted on the premises.
- 4.) Smoking is not permitted anywhere in the church or the learning center.
- 5.) All lights are to be turned off, windows and doors closed upon leaving the building.
- 6.) No nails, tacks or similar objects, are to be used on floors, walls or ceiling in creation of decorative effects. Tape, string or ribbons, etc. may be used, but must be completely removed after use.
- 7.) All trash is to be completely cleaned up and carried out to dumpster before leaving.
- 8.) The Church will not be available on Sunday except for weddings or programs of a religious nature and then only when there is no conflict with regular Sunday church activities.
- 9.) The group or organization using any of our facilities shall confine their activities to the designated part, and not to the rest of the building or hallways.
- 10.) The group using the facilities must be responsible for breakage.

A donation is suggested for the use of sanctuary, dining room and kitchen for weddings or receptions for current members of First Brethren Church. The dining room and kitchen are to be clean and left in good order. No rice is to be thrown in the church. It is suggested that the janitor be given an honorarium for extra work. Non-members will follow the listed price list.

Local church organizations and denominational organizations are not included in schedule of donations.

An organization wishing to use the church facilities for a single meeting of a religious nature, which is conducted for the community, may do so without obligation. Application for such use must be made through the church office and approved by the Pastor and Board of Trustees.

SCHEDULE OF DONATIONS EXPECTED TO COVER EXPENSES FOR OUTSIDE GROUPS

Use of whole Church	\$500.00	Trustees Pay out from rental charge:	
		Janitorial:	\$50.00
Sanctuary only	\$350.00	Set up stage area:	\$50.00
		Run sound system:	\$50.00
Dining room & kitchen	\$250.00		
FBC Members	\$50.00		
(for Janitorial Services)			

Purpose of rental: (Wedding, retirement party, meeting, dinner or etc.)

Date of Request: ____/____/____

Upon signing this contract you agree to follow and up hold all the terms stated in this contract.

Signature of Org. Repre. ----- Date -----

Signature of Sponsor ----- Date -----

Signature of Trustee ----- Date -----

Signature of Trustee ----- Date -----