



Berachah Bible Church
310 Corinth Road
Jonesboro, GA 30238

Berachah Bible Church
FACILITIES USE AGREEMENT

P. 770-461-2466
F. 770-461-9209
www.berachahbiblechurch.org

- ◆ Scheduling dates submitted to the Hospitality Coordinator **90 days** prior to the event.
- ◆ This form submitted to Church Office no later than *four weeks* prior to your event.
- ◆ Fees do not apply to official church sponsored events.

Today's Date: _____

Date of the Event: _____ Day of the Week: _____

If More Than A One Day Project—Begin Date: _____ Day of the Week: _____
End Date: _____ Day of the Week: _____

Event Title: _____

List Specific Activities Unique To This Event:

Person Responsible for the Event: _____

Address: _____ City _____ State _____ Zip _____

Home Phone: _____ Work /Cell: _____

Email: _____

Event will **BEGIN** at _____ AM PM and **END** at _____ AM PM

Building to be reserved from _____ AM PM till _____ AM PM
(If renting facilities, see pages 2 & 3 for time allowances)

Estimated number to attend _____

Check all that apply ~

Facilities/Grounds Requested (Fee Schedule—see pages 2 & 3)

Building A - Auditorium Only

Building B - Fellowship Hall Including Kitchen

Building A - Large Classroom (40 person limit)

Grounds Parking Lot Playground Fields(s) Water Usage

- ◆ Is this a fund raising event? Yes No
 If yes, approval must be obtained from Berachah's Board of Elders

- ◆ Will food be served? Yes No

- ◆ Cleanup required by "Person Responsible"

Applicant Initial Below~

_____ All used facilities will be returned to pre-use condition and function

_____ I have read and signed "Instructions & Check List for Building Usage" (page 4 of this agreement)

Applicants signature: _____ Date: _____

Approved by: _____ Date: _____



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NON-MEMBERS—FACILITY USE FEE SCHEDULE
BUILDING A-AUDITORIUM OR
BUILDING B

RESERVED TIME	FEE	INCLUDES
0 - 4 HOURS	\$600.00 FLAT RATE	HOSPITALITY COORDINATOR SOUND TECHNICIAN SETUP CLEANUP OPERATIONAL EXPENSES
HOURS EXCEEDING 4	\$150.00 PER HOUR	HOSPITALITY COORDINATOR SOUND TECHNICIAN OPERATIONAL EXPENSES

MEMBERS—FACILITY USE FEE SCHEDULE
BUILDING A-AUDITORIUM OR
BUILDING B

RESERVED TIME	FEE	INCLUDES
0—2 HOURS	\$200.00 FLAT RATE	HOSPITALITY COORDINATOR SOUND TECHNICIAN SETUP CLEANUP OPERATIONAL EXPENSES
HOURS EXCEEDING 2	\$100.00 PER HOUR	HOSPITALITY COORDINATOR SOUND TECHNICIAN OPERATIONAL EXPENSES



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**MEMBERS ONLY—FACILITY USE FEE SCHEDULE
 BUILDING A—YOUTH ROOM
 —40 PERSON LIMIT**

RESERVED TIME	FEE	INCLUDES
0—2 HOURS	\$90.00	HOSPITALITY COORDINATOR OPERATIONAL EXPENSES
2 + HOURS	\$45.00	HOSPITALITY COORDINATOR OPERATIONAL EXPENSES

Applicant Initial Below

_____ **A deposit of one half of the fee must be paid at the time your date is cleared.
 The balance is due no later than 2 weeks prior to your event.**

_____ Berachah reserves the right to cancel any unofficial event held at the church in order to pursue ministry goals of the church up to 6 weeks in advance of a scheduled event. Please know that *every effort* will be made to avoid this incident.

_____ A signed BBC Liability Waver must accompany all agreements that are not officially sponsored by BBC, prior to the use of any and all areas defining the campus and facilities of Berachah Bible Church.

Official clearance for the date requested may be expected within 48 hours.

Instructions & Check List For Facilities Usage

Initial each statement

- _____ Building Use Agreement form must be turned in to the church office **no later** than four weeks prior to the event.
- _____ A Hospitality Committee member or approved representative must be present and on call for the entirety of your event.
- _____ As stated on the Building Use Agreement form, all facilities and equipment, including the grounds outside, shall be returned to same or better condition than it was found from the start of the event.
- _____ Food and drink are allowed in the fellowship hall and kitchen areas only. Other rooms are not to be entered.
- _____ No alcoholic beverages are allowed **anywhere** on the property or in the building.
- _____ No red or purple punch or juices allowed.
- _____ Nothing is to be hung on the walls anywhere without prior staff approval.
- _____ No children (age 11 & under) allowed in the kitchen area of building B. Ages 11-16 must be in the presence of an adult in the kitchen at all times. No exceptions!
- _____ If children are present during the event, it is the responsibility of the group/individual to provide proper, adult supervision of these children at **all** times.

Kitchen Checklist:

- _____ All counters and tabletops cleaned & disinfected
- _____ All sinks cleansed of soap and food
- _____ Refrigerator and freezer cleared of leftover food, drinks and spills
- _____ Any used church equipment washed and put away
- _____ Range burners, ovens, & warming cabinet cleaned and turned off
- _____ Cook area exhaust fans & vents turned off & closed
- _____ All trash from the event bagged and taken to dumpster located in parking lot
- _____ All floors swept
- _____ Floors cleaned from any spills
- _____ Person Responsible for the event (the below signed person) must be present during the **entire** event and assist in enforcing responsibilities.

Signature: _____ Date: _____