

**Building Use Agreement  
First Baptist Church  
301 Edwards Street  
P.O Box 509  
Riesel, TX 76682**

The First Baptist Church of Riesel has established the following policies for use of our facilities and requires that you comply. By signing this agreement, the responsible person accepts these policies and agrees to ensure that they are followed by all during your event.

Regularly scheduled church functions shall always take precedent over scheduling other requests even if other use is on a recurrent basis. It shall be the responsibility of the other use to schedule and/or reschedule events to allow for church usage as needed.

Agreement or the use of Church facilities for personal, civic or other functions:

**CHURCH FACILITY USAGE FEES (deposit fee NOT included)**

Sanctuary	\$150
Fellowship Hall	\$200
Sunday School Building	\$200

Multiple building use scheduled as one event results in a \$50 reduction of total usage fees.

Members will pay a \$50 deposit and non-members will pay a \$100 deposit per building on the date of reservation, refundable if the building(s) is left clean and there is NO damage to facilities. Deposit is kept until after the event, at which point it will either be returned or deposited to the church for cleaning fees. Fees, usage and/or deposit may be waived as the discretion of the church membership on a case-by-case basis.

Cancellation of reservation will result in forfeiture of deposit, unless approved by the church body at the next business meeting.

**Church Members:**

For approved purposes (weddings, anniversaries, family functions and the like), there will be no usage fee for the use of the facilities. One of the following persons of contractual age must be a member to qualify: Father, mother, son, daughter. Reservations will not be taken unless accompanied by the deposit and a reservation agreement.

**Non-Members:**

For approved purposes, as stated above, non-members of contractual age are required to pay the building usage fees at least fourteen (14) days before the event, Reservations will not be taken unless accompanied by the deposit and a completed reservation form.

1. See that NO ALCOHOLIC BEVERAGES AND/OR ILLEGAL DRUGS, including champagne, be brought into or used on the church property including the parking lot area.
2. The church WILL NOT BE RESPONSIBLE for loss of personal and/or perishable items.

3. See that the church's NO SMOKING policy is enforced in all buildings and restrooms.
4. Replace or pay for any damage or breakage that occurs during your event.
5. Renter must provide all consumable paper and plastic products.
6. Follow the kitchen rules:
  - a. Use vent-a-hoods when ovens or stoves are in use.
  - b. Use trash bags in all trash cans and tie shut after use and take bags that contain trash to outside storage/collection sites.
  - c. Reline trashcans after use.
  - d. Clean all counter tops and stovetops after use.
  - e. Place dishes, silver and other utensils back in their proper locations after washing.
  - f. Do not leave any perishable products in the refrigerator.
7. Be responsible for replacing all furniture and equipment to their original locations.
8. Complete items #6 & #7 before leaving the premises.
9. Musical instruments and/or sound systems ARE NOT to be moved.
10. See that NO FOOD OR DRINKS are taken into the Sanctuary.
11. At weddings, no rice, confetti or other such items will be thrown in the building. ONLY birdseed or bubbles may be used outside the building.
12. ONLY dripless candles placed in candelabras may be used in the sanctuary, to prevent dripping wax on the carpet.
13. Florist and caterer equipment and renter's personal items MUST BE REMOVED immediately following the event.
14. Decoration or material that will mar or damage walls, floors, and/or ceilings are prohibited.
15. Flowers must be placed where there will be no water damage or other stains.
16. No flowers shall be placed on the musical instruments.
17. Usage of the musical instruments by anyone other than church musicians must be approved in advance.
18. All activities and clean-up should be completed before midnight.
19. All doors should be securely locked after the event.

**Policy approved by FBC Riesel May, 2012**

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First Baptist Church, Riesel, Texas**

**EVENT NAME** \_\_\_\_\_

**EVENT DATE** \_\_\_\_\_

**Time to open building** \_\_\_\_\_

**Time of event** \_\_\_\_\_

**End time** \_\_\_\_\_

<b>Buildings used:</b>	<b>Usage Fee</b>	<b>Deposit Paid</b>	<b>Date Paid</b>
<input type="checkbox"/> Sanctuary	\$150	_____	_____
<input type="checkbox"/> Fellowship Hall	\$200	_____	_____
_____ Plan to use sound system			
<input type="checkbox"/> Sunday School Building	\$200	_____	_____

**Total Cost:** \_\_\_\_\_ **Usage Fee Due By:** \_\_\_\_\_

**Renter** \_\_\_\_\_

**Phone 1** \_\_\_\_\_ **Phone 2** \_\_\_\_\_

**Church Representative** \_\_\_\_\_

**I have read the above and will comply with this Building Use Agreement:**

**Renter's Signature** \_\_\_\_\_

**Date** \_\_\_\_\_