

BROADFORDING CHURCH OF THE BRETHREN FELLOWSHIP
14010 Greencastle Pike, Hagerstown, MD 21740
301-791-5432

APPLICATION FOR USE OF FACILITIES

Date of Application: _____
(Response will be given within 14 days from receipt of application.)

Name of Group, Individual, or Organization: _____

Address: _____

Telephone Number: _____

Date(s) of Event(s): _____ Beginning: _____ Ending: _____

Time of Event: _____ Time Entering Building: _____ Time Leaving Building: _____

If access to the building is required prior to the date of the event, please give date and time:

Date: _____ Time Entering Building: _____ Time Leaving Building: _____

Contact Person or Persons:

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Name: _____

Address: _____

Home Phone: _____ Work Phone: _____

Person or Persons Responsible at the Function: _____

Please state briefly the purpose of your meeting or your intended use of the building, including type of facility needed, and size of room required: _____

Number in Group: _____ Number of Tables Needed: _____ Number of Chairs Needed: _____

Equipment Needed: _____

Will the use of the kitchen facilities be required? _____ Yes _____ No

(Permission for use of kitchen equipment will be decided on a case-to-case basis.)

Insurance coverage for this event(s) will be provided by: _____

Policy No.: _____ Effective Date: _____

Signature of Authorized Person(s) _____ Date _____

Title(s) _____

Follow-up comments (for church use only):

(Date) _____

(Date) _____

Approval granted by _____ Date _____

RULES, REGULATIONS, AND FEES FOR USE OF BROADFORDING CHURCH OF THE BRETHREN FELLOWSHIP FACILITIES

1. A request for permission to use the church facilities shall be made through the submission of an *Application for Use of Facilities*.
2. Social functions shall be restricted to the fellowship hall, multipurpose room, and restrooms. All tables, chairs, and other furniture shall be returned to their original location and the area cleaned.
3. All lights, including those in restrooms, must be turned off before leaving the building and all doors locked.
- *4. Heating and air conditioning controls are pre-set and are not to be tampered with.
- *5. There will be no smoking, drinking of alcoholic beverages, or use of drugs allowed within the facility and/or on church property.
6. Disc jockeys, bands, and use of sound equipment will be decided on a case-to-case basis.
7. No rice, confetti, or birdseed may be thrown on church property.
8. Adult supervision is absolutely required when children and youth are anywhere inside the facility.
9. No roller blades, skateboards, "heelies", or shoes with cleats are allowed anywhere inside the facility.
10. Only appropriate sneakers or non-skid socks are to be worn when playing volleyball or basketball, etc.
11. All balls and/or sports equipment are to be used on the court only and with proper supervision.
12. There is to be no throwing or kicking of balls on walls, ceiling, windows, or kitchen roll-up door.
13. Playing ball is not allowed during Sunday School or Worship Services.
14. There is to be no running in and out or anywhere inside the facility other than supervised activities.
15. Sitting on tables is not allowed.
16. Writing or marking of any kind on chairs, tables, or walls is not allowed.
17. Posters or decorations are not to be fastened to walls (Sunday School classrooms excluded).
18. The storage room where tables and chairs are stored is off limits.
19. Candy, gum, and soda must be placed in the appropriate containers.
20. There is to be no eating, drinking, or playing in the sanctuary.
21. Any change in schedule or additional meetings to be held must be cleared through the church office as early as possible.
22. Should it become necessary for the church to discontinue permission to use the building, the group's authorized person(s) will be notified in advance.
23. A deposit is required with the application but it will not be deposited in the bank until permission to use the facility is granted.
24. A reservation is not official until approval in writing is granted and the Facility Agreement is signed.
25. The following fees shall be charged for the use of the facilities:

A \$100.00 security deposit is required for all functions.

A. Social Functions and Wedding Receptions	
(1) Fellowship Hall	\$100.00 or \$15/hr.
(2) Multipurpose Room	\$200.00 or \$30/hr.
B. Meetings	
(1) Fellowship Hall	\$ 50.00 or \$15/hr.
(2) Multipurpose Room	\$100.00 or \$30/hr.
C. Weddings (Includes Rehearsal)	\$100.00
D. Kitchen	\$200.00 or \$50/hr.
E. Church Members (above fees are applicable for business use)	\$100.00 Deposit

All fees are to be paid to the church prior to the date of the scheduled event. If the facility is cleaned and left in an acceptable manner free of damages, the \$100.00 security deposit will be refunded for Items A through E. This refund will be made within 30 days after the date of the event. A designated member of the church will inspect the facility to determine if the refund should be made.

I/we agree to comply with the above-mentioned rules and regulations.

Signature of Authorized Person(s)

Date