

**Elizabeth Baptist Church Policies and Guidelines for
Use of the Christian Life Center and/or Hearthside Dining Room (1-1-2013)**

It is the belief of Elizabeth Baptist Church that church facilities are not simply to provide a site for events, but to display a Christ-like spirit to all who use our facilities. In an effort to maintain accountability for all God has given us, the following policies and guidelines have been established.

1. Current adopted policies and guidelines for weddings, receptions, and other events are to be followed.
2. Requests for use of facilities for events are given consideration for the date requested; however, church functions take priority.
3. Non-church events may only be scheduled in the calendar year of the event, with the exception of weddings and receptions for church members. The calendar for the new year will be opened for bookings beginning on December 1 of the previous year.
4. The deacon body must give final approval for the use of facilities to outside organizations and non-member events. Requests will be submitted to the deacons only after all paperwork is completed and appropriate fees have been paid. Fees will be returned if the event is not approved. Members may not reserve the CLC for organizations and non-church events to avoid the fee.
5. Deacon approved organizations whose ministries partner with the ministry of the church may use church facilities at the member rate.
6. Refunds of fees paid in advance require approval of the deacons.
7. No alcohol, drugs or tobacco use is permitted on church property.
8. Other than service animals, no animals are allowed inside church facilities.
9. All music for non-church events must be approved by the ministerial staff.
10. The church is not liable for any loss of or damage to personal property left in or on the church property before or after events.
11. Facilities and kitchen equipment should be left in a clean and orderly manner. The responsible person should inspect and report any damages or unsafe conditions to the church office or church host/hostess upon arrival and complete the checklist before leaving.
12. A list of approved caterers will be kept in the church office. That list includes only church members or employees who have been trained in the use of the kitchen equipment. Non-member caterers who wish to use the kitchen must submit a copy of their catering license and an appropriate certificate of insurance. Non-member caterers are required to reapply for subsequent events.
13. Caterers may not use the church kitchen to prepare food to be served at another location.
14. No tacks, pins, nails, tape, or glue should be used on the walls and trim work; decorations should not be hung from the ceilings.
15. There must be adequate adult supervision for children. The Minister to Children or the Minister to Students is the responsible party and should arrange for supervision at church-related events.
16. Cookware, utensils, tables, chairs, and other church property should not leave the premises. The church does not loan equipment.
17. Dining room janitorial and security services are included in the facility use fee. These services include unlocking and locking the building, pre- and post-event cleaning of the facility (except for the kitchen), trash removal, and the set up and take down of tables and chairs. The use fee will not decrease for users who choose to set up and take down tables and chairs themselves.
18. These guidelines may be updated as needed with agreement of the chairs of the Properties, Reception, Decorating and Kitchen Committees.

I have read the Christian Life Center Policies and Guidelines and agree to abide by all of the requirements and assume financial responsibility for damages that occur.

Date of Application _____

Applicant Signature _____

Name of Organization _____

Elizabeth Baptist Church Deacon Chair Signature _____

Elizabeth Baptist Church Administrative Staff Signature _____

Event Application for the Christian Life Center and/or Hearthside Dining Room

♣ Event Information

- Type of Event _____
- Date Requested _____
- Time Event Begins _____
- Time Event Ends _____
- Number of Guests Attending _____
 - Set-up time begins 4 hours prior to the time the event begins.**
 - Facilities may be occupied for up to 1 hour past the indicated time the event ends.**
 - Additional time @ \$16.50/hour for non-church events depends on space availability.**

♣ Applicant Information

- Name _____
- Organization _____
- Address _____
- Telephone Number _____ Cell Number _____
- Email Address _____
- Church Affiliation _____
- Caterer and Telephone Number _____
 - See Guideline #12 concerning caterers.**

♣ Check All That Apply and Indicate the Quantity Requested.

- Buffets for hot or cold serving line (included in rental fee, 2 of each available) _____
- 60" Round Tables (46 available, can accommodate up to 8 chairs) _____
- 96" Serving Tables (6 tables available) _____
- Black Chairs (500 available) _____
- Tablecloths. Various sizes and colors are available. After the Reception Committee receives a copy of this form, a member will contact you with available choices of cloths and serving pieces.
- Glass Serving Pieces (**Indicate quantity below.**)
 - ___ Punch Bowl ___ Platters ___ Bowls ___ Glass Dishes
- Everyday Dishes or paper products are included. (**Indicate quantity below.**)
 - ___ Salad Plate ___ Soup Bowl ___ Dinner Plate ___ Flatware
 - ___ Paper Products Preferred

♣ Facility Information

- **Hearthside Dining Room**
 - Accommodates 8 round tables and 64 chairs if the serving line is not in the room.
 - Accommodates 100 chairs if no tables are used.
 - Accommodates 6 round tables and 48 chairs if one serving line is in the room.
- **Large Dining Room**
 - Accommodates 40 round tables and 320 chairs if serving lines are in the Hearthside Dining Room. Seating will be crowded when using the maximum number of tables.
 - Accommodates 30 round tables and 240 chairs if serving lines are in the same room. More tables and chairs may possibly be used, but it will be crowded.

Use Fees Schedule to Cover Set-up, Janitorial and Maintenance Costs

50% of the total use fee is due at the time of the reservation; this payment will be non-refundable if the reservation is cancelled fewer than 14 days prior to the event. The reservation balance must be paid a minimum of 7 days prior to event. In the event of hardship, the deacons may approve a refund for canceled events.

Use Fees Are Not Required for Church Events, which include events hosted by Mission Groups, Sunday School Classes, Men's Ministry, Women's Ministry, Children's Ministry, Music Ministry, Student Ministry, and Senior Adult Ministry. Janitorial and Technical Staff will be available for church events at no additional fee.

Use Fees Are Not Required for Baby or Bridal Showers if the expectant parents or grandparents of the expectant parents, the bride or groom, or the parents of the bride or groom are church members.

Administrative Use Only: Highlight The Use Fees Which Apply

Use Fees: Includes the set up and clean up of space, kitchen access, voluntary church host/hostess if required, and the use of the everyday dishes or paper products. Food or beverage spilled on the floor should be cleaned up, but fees include sweeping and mopping by the church custodian. The kitchen must be left clean and all items in their proper place. With the exception of paper products, pantry access is not included in use fees.

Space	Member ***	Non-Member ****
Sanctuary	\$0	\$500
Hearthside Dining Room and Kitchen	\$100 with kitchen use**	\$200 with limited* kitchen use
Large Dining Room and Kitchen	\$200 with kitchen use**	\$500 with limited* kitchen use
Full Kitchen**	\$0	\$200

*Use of ovens, microwave, preparation tables, refrigerator/freezer, sinks, paper products and/or everyday dishes is included.

Note: If your event has a program following the meal, you may be asked to use disposable cups, which we provide, to expedite clean-up by the church hostess or volunteers.

** Use of all cooking equipment requires the presence of the church host/hostess and/or an approved caterer.

*** Members may set up their serving line outside the space reserved only if that area has not been reserved by another party.

**** If a non-member reserves the large dining room, they may reserve the Hearthside Dining Room for an additional \$100.

Technical Fees

Space	Member	Non-Member
Sanctuary	\$100	\$100
Hearthside Dining Room*	\$0	\$0
CLC Large Dining Room*	\$100 without stage equipment \$200 with stage equipment	\$100 without stage equipment \$200 with stage equipment

*Access to a microphone, TV, and DVD player is available in either dining room for no additional technical fee.

Reception- Includes laundering of tablecloths by the committee.

	Member Use	Non-Member Use
Tablecloths	\$0	\$10 per cloth
Serving Pieces	\$0	\$0
Glass Cake Plates and Punch Cups	\$0	\$0

Total Amount _____ **Deposit Collected (50% required)** _____ **Collected by** _____

Balance Due _____ **Date Balance Due** _____ **Collected by** _____