



UNDERWOOD MEMORIAL BAPTIST CHURCH

Building Use Agreement

OFFICE USE ONLY:

Total Due: \$ _____

Half Deposit Amount: \$ _____

Paid On: _____

Remaining Balance: \$ _____

Paid On: _____

Damage Deposit Paid: _____

Damage Deposit Returned: _____

Copy for Organization

Copy for Files

Building Use Details

Organization: _____ Number of Guests: _____

Starting time: _____ AM / PM Finishing time: _____ AM / PM

Use: _____

Fee: \$50/hour (2 hour minimum) Sanctuary or Fellowship Hall
\$25/hour (2 hour minimum) All other rooms

A separate \$100 deposit check is required, returned or shredded after event contingent on condition of building.

Contact Details

Name: _____ Phone #: _____

Email: _____

Address: _____

City: _____ Zip Code: _____

Terms of Agreement

- Requests must be made online 30 days prior to event.
- Smoking is NOT permitted anywhere in the building.
- Rice, confetti, glitter or seed are not permitted inside or outside the building.
- If the Sanctuary or Fellowship Hall are decorated, those using the facility must remove all decorations immediately following the wedding.
- Candles may be used, but with care. Except for the two candles used to light the wedding candle, all burning candles must remain stationary.
- The kitchen adjacent to Fellowship Hall may be used for serving food, but not for preparation or cooking of food.
- Any variance from these regulations requires prior approval.

I agree to the above terms _____

Signature

Date