

Emmanuel Baptist Church

Emmanuel Baptist Church reserves the right to refuse any group, which we feel would or could not meet standards of expectation. These expectations are based on following categories:

- **VOLUNTARY GROUPS:** non-Church related for part time or one time use contribution is as per schedule and booking is required. For special functions, Church Sexton must be paid a fee of \$ ____.
- **VOLUNTARY GROUPS:** non-Church related for ongoing use – contribution to be negotiated annually.

Regulations Governing Use of Church Facilities

PLEASE READ CAREFULLY!

- NO SMOKING – on church premises at anytime.
- All Alcoholic beverages are strictly prohibited.
- All requests must be submitted 6-8 weeks prior to the event.
- The Board of Trustees may revoke permission to use facilities, if a suitable standard of use is not maintained.
- The activity and participants must be confined to the area rented.
- Decorations are not permitted without prior approval of the Board of Trustees.
- The lessee must provide sound equipment, subject to the approval of the Board of Trustees.
- Rearrangement of any furniture or room must be restored to its original arrangement upon completion of the event.
- Board of Trustees will be responsible for security following event(s) – i.e. turning off lights, locking doors, etc.
- Each request will be considered on an individual basis.
- NO APPLICATION WILL BE ACCEPTED FOR: Political meetings or activities.
- Marriage ceremonies and Wedding Receptions must adhere to and be in accordance with the policies of the Emmanuel Baptist Church and the Convention of Atlantic Baptist Churches.

BASIC FEES:

SANCTUARY: TBD

RECEPTION ROOM: \$200.00

KITCHEN: \$100.00

PLEASE NOTE: Prices are subject to change – Sanctuary fee is dependent on the required length of time for the particular function.

Emmanuel Baptist Church

Application for Use of Facilities

Type of Activity: _____

Date of Event: _____ Time of Event: From _____ to _____

Organization or Party: _____

Address: _____

Postal Code: _____ Phone Number(s):

Home: _____

Business: _____

Cell: _____

Name of Chairperson or Person-in-Charge: _____

Phone: _____

Space requested: Sanctuary Hall Other _____

Number of People Attending: _____ Age Group: _____

Is special set-up of room required?: Yes No *(if yes, please specify set-up)*

Will you be charging admission?: Yes No *(if yes, how much):* _____

Instrumental / Audio Visual Requirements: Piano Screen Overhead Projector

Chalkboard PA System TV/VCR Other: _____

Emmanuel Baptist Church

Will you require use of kitchen? Yes No If yes, why: _____

Will you be serving food and drink? Yes No

(If yes, what type of food):

- Cold Hot Finger (Food)
 Cold Hot (Drink)

Other: _____

Do you have insurance to cover any damage and / or personal injuries that might be incurred by your group? Yes No If yes, with whom: _____

Person responsible for Event at Emmanuel Baptist Church: _____

.....

FOR OFFICE USE ONLY

Applicant: _____ Group: _____

Chair of the Deacon Ministry Approved: Not Approved:

Deacon of Trustee Board Approved: Not Approved:

Comments: _____

Date Approved/Not Approved by trustees: _____
(Position)

Date: _____

Application Request
Agreement for use of Church and/or Emmanuel Baptist
Church premises
Between
Emmanuel Baptist Church
-AND-

1. Suggested donation in the amount of \$ _____ to be paid to _____.
2. The premises will be left in a clean and tidy order and all furniture and or equipment will be returned to the original order.
3. Noise will be kept to a minimum in consideration of others.
4. A certificate of liability insurance will be displayed and a copy provided to Emmanuel Baptist Church.
5. A certificate of Incorporation will be displayed.
6. Respect of the Church property must be maintained at all times.
7. Only designated space may be used and ALL other property is out of bounds.
8. The Church maintains PRIORITY USE of all Church property. However, if use of the property is deemed necessary by the church, as much notice as possible will be provided and another space will be allocated, if available.
9. Notice of termination must be given in writing _____ days, prior to first day of the month.

(Witness)

Emmanuel Baptist Church

IN ACCORDANCE WITH THE FOLLOWING RULES AND REGULATIONS GIVEN ABOVE BY THE BOARD OF TRUSTEES OF EMMANUEL BAPTIST CHURCH, HALIFAX, NS

The lessee shall be held liable to the Board of trustees for any damages, deliberate or otherwise, sustained to the leased area of facility by members, or participants, and / or guests and shall be responsible to see that members or participants and or guests leave the building at the time(s) specified.

Getting married at Emmanuel Baptist Church requires adherence to the wedding policy of Emmanuel Baptist Church

I accept the conditions as outlined above.

Signed: _____ Print name: _____

Position: _____

Date: _____

09/27/10 -wec