

HAMPTON ROAD BAPTIST CHURCH

RENTAL APPLICATION

Name of Renter (Circle: Organization/Business/Individual)

Contact Name

Address

Telephone (Circle: Cell/Home/Work)

Date of Event

| | |
|------------------------------------|-------------|
| Church-Use-Only | |
| Approved: ___ Yes ___ No | |
| By: _____ | Date: _____ |
| AV Secured: _____ | |
| On-Site Coordinator Secured: _____ | |

REQUESTS MUST BE MADE AT LEAST 3 WEEKS IN ADVANCE OF EVENTS

Description of Event:

Time Rental Begins – What time will you arrive to set up your event? _____

Time Rental Ends – What time will you complete clean up? _____

Expected Number of Attendees: _____

Areas Available to Rent: (Place a checkmark next to any/all areas and services you are requesting.)

- | | |
|--|---|
| <input type="checkbox"/> Gym (Building D) | \$100 first hour and \$50 for each additional hour thereafter |
| <input type="checkbox"/> Gym Game Room with Kitchen | \$60 first hour and \$50 for each additional hour thereafter |
| <input type="checkbox"/> Gym Upstairs Area with Classrooms | \$75 first hour and \$60 for each additional hour thereafter |
| <input type="checkbox"/> Choir Room | \$75 first hour and \$60 for each additional hour thereafter |
| <input type="checkbox"/> Fellowship Hall Only | First hour free for set up, \$125 for second hour and \$95 for each additional hour thereafter |
| <input type="checkbox"/> Fellowship Hall Classrooms | \$25 each with Fellowship Hall rental |
| <input type="checkbox"/> Full Fellowship Hall (Seats 170) | First hour free for set up, \$200 second hour and \$150 for each additional hour thereafter |
| <input type="checkbox"/> Fellowship Hall AV | \$75 or bring your own |
| <input type="checkbox"/> Kitchen with Fellowship Hall | \$75 for first 4 hours and \$25 for each additional hour thereafter with Fellowship Hall rental |
| <input type="checkbox"/> Kitchen Only | \$100 first hour and \$50 for each additional hour thereafter |
| <input type="checkbox"/> Sanctuary | \$250 first hour and \$175 for each additional hour thereafter |
| <input type="checkbox"/> Coffee Bar/Atrium | \$100 first hour and \$50 for each additional hour thereafter |
| <input type="checkbox"/> Foyer | \$100 first hour and \$50 for each additional hour thereafter |
| <input type="checkbox"/> Parlor | \$75 first hour and \$60 for each additional hour thereafter |
| <input type="checkbox"/> AV Tech (audio/sound) | \$20 per hour |

On-site coordinator fees are included in rates for Fellowship Hall, Kitchen, Sanctuary, Coffee Bar/Atrium and Foyer.

Will you need tables and chairs for your event? If so, list your needs. (Tablecloths and meal service are NOT provided by the church.)

RENTER’S INSURANCE POLICY

() Organization/Business: Renter shall provide HRBC with the certificate of insurance and personal accident insurance covering participants evidencing general liability coverage in an amount not less than \$1 million in accordance with the provisions as stated in the Rental Agreement. Renter shall provide a copy of a certificate naming HRBC, its officers, directors, employees and volunteers as an additional insured under these policies at least five (5) business days prior to the date of the event. If the certificate of insurance is not provided at least five (5) business days prior to the date of the event, the rental will be cancelled.

() Individual: Renter will adhere to the waiver and disclaimer provisions as stated in the Rental Agreement.

RENTAL CONDITIONS

1. Types of events cannot be in conflict with the mission and vision of HRBC.
2. The Facility will be available for rentals on Sundays only after 4:00 p.m.
3. Rentals on Saturday evenings must end and building must be vacated by 10:00 p.m.
4. No smoking, smokeless tobacco or e-cigarettes are allowed on the property.
5. No alcohol or drugs are allowed on the property.
6. No weapons are allowed on the property.
7. No food or drink, except bottled water, are allowed in the Sanctuary, Choir Room and Gym Upstairs Area.
8. No animals, except for certified service animals, are allowed in the church.
9. Decorations may not be affixed (nailed, taped, etc.) to the walls, doors, windows, window coverings, chairs, pews, carpet, brick, wood, painted surfaces or hung from the ceiling without advance approval from HRBC.
10. Rental of the Facilities does not include food, drink or paper products, such as plates, utensils, cups, napkins, etc.
11. HRBC staff are not allowed to accept or sign for any deliveries, including catering. If a delivery is made, HRBC and staff are not responsible for the delivered items.
12. If catering is delivered during the rental time period, Renter must make arrangements with the delivery representative to meet at the entrance near the Fellowship Hall or another agreed upon location in order to accept delivery.
13. Caterers and/or other subcontractors hired by the Renter to work during Facility rentals are required to follow all provisions of the Rental Agreement. Renter is responsible for the conduct of caterers and other subcontractors.
14. Each group is responsible for the behavior of its own guests and participants. Any damage done to the church or the church property by guests and participants will be the responsibility of the Renter.
15. Renter agrees to assume responsibility for cleaning the facility after each use and for returning the Facility to the same condition as prior to use, including removing any and all trash to the dumpster behind the Gymnasium (Building D).