

HAMPTON ROAD BAPTIST CHURCH
MEMBER RENTAL APPLICATION
(Excluding Weddings – Contact Church Office for Wedding Rental Information)

Name of Member (Print First and Last Name)

Contact Name (If Different from Member)

Address

Telephone (Circle: Cell/Home/Work)

Date of Event

Church-Use-Only

Approved: ____ Yes ____ No

By: _____ Date: _____

AV Secured: _____

Security Confirmed: _____

Total Charges Verified: _____

REQUESTS MUST BE MADE AT LEAST 3 WEEKS IN ADVANCE OF EVENTS.
PAYMENT OF THE FULL RENTAL FEES WILL BE DUE ONE WEEK PRIOR TO THE EVENT.

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.)

- | | |
|---------------------------------------|---|
| () Gym (Building D) | \$100 first hour and \$50 for each additional hour thereafter |
| () Gym Game Room with Kitchen | \$60 first hour and \$50 for each additional hour thereafter |
| () Gym Upstairs Area with Classrooms | \$75 first hour and \$60 for each additional hour thereafter |
| () Choir Room | \$75 first hour and \$60 for each additional hour thereafter |
| () Fellowship Hall Only | First hour free for set up, \$125 for second hour and \$95 for each additional hour thereafter |
| () Fellowship Hall Classrooms | \$25 per hour each with Fellowship Hall rental |
| () Full Fellowship Hall (Seats 170) | First hour free for set up, \$200 second hour and \$150 for each additional hour thereafter |
| () Fellowship Hall AV | \$75 or bring your own |
| () Kitchen with Fellowship Hall | \$75 for first 4 hours and \$25 for each additional hour thereafter with Fellowship Hall rental |
| () Kitchen Only | \$100 first hour and \$50 for each additional hour thereafter |
| () Sanctuary | \$250 first hour and \$175 for each additional hour thereafter |
| () Coffee Bar/Atrium | \$100 first hour and \$50 for each additional hour thereafter |
| () Foyer | \$100 first hour and \$50 for each additional hour thereafter |
| () Parlor | \$75 first hour and \$60 for each additional hour thereafter |
| () AV Tech (audio/sound) | \$20 per hour (NOT subject to Member discount) |

SUBTOTAL _____

-75% Discount for HRBC Members _____

Security (Required) \$25 Per Hour _____

AV Tech (If Selected Above) \$20 Per Hour _____

TOTAL _____

Signature of Member

Date

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

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, Member 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 Member to work during Facility rentals are required to follow all provisions of the Rental Agreement. Member is responsible for the conduct of caterers and other subcontractors.
14. Member 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 Member.
15. Member 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).

Member Initials