

**OAK GROVE BAPTIST CHURCH**  
**2106 Churchville Road**  
**Bel Air, MD 21015**  
**Phone: 410-838-9898      Fax: 410-734-6118**

**APPLICATION/CONTRACT FOR USE OF CHURCH FACILITIES**

**PLEASE PRINT**

Event \_\_\_\_\_

Date Requested \_\_\_\_\_ Mon Tues Wed Thus Fri Sat Sun

Area Requested (Circle One or Both):      EB 3, Upper Level      Kitchen

Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Group Represented \_\_\_\_\_ Expected Attendance \_\_\_\_\_

Hours of Event:      From \_\_\_\_\_ ( ) a.m. ( ) p.m. to \_\_\_\_\_ ( ) a.m. ( ) p.m.

Hours of Setup:      From \_\_\_\_\_ ( ) a.m. ( ) p.m. to \_\_\_\_\_ ( ) a.m. ( ) p.m.

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Thank you for your inquiry about contracting the use of Oak Grove Baptist Church, Building 3, Upper Level and/or the Kitchen area of Building 2 for your special occasion. Please read the following guidelines and responsibilities concerning the use of our building. When you have read the guidelines, and understand completely the requests and rules therein, please sign and return two original copies to the church office with your building usage payment. (One signed original will be returned to you upon approval of your request. If request is denied, your payment will be returned immediately.) Your building usage is guaranteed only upon the returned receipt of this contract, signed by the Trustees. Requests are due at least four weeks prior to your scheduled date. Your building usage covers only use on the day of your scheduled event. We cannot guarantee availability of the building the day before your event for decorating.

**CONDUCT**

The buildings and property which house Oak Grove Baptist Church are ***GOD'S PROPERTY***. Any who will be using the building are responsible for its care. All activities need to be cleared and scheduled through the Church Office to ensure availability and to obtain Trustee approval. All functions should be held and conducted in a manner which is becoming of Christian character. This includes, but is not limited to:

- Positively ***NO*** smoking in the building.
- Positively ***NO*** drinking of alcohol in the building or on the premises.
- ***AT NO TIME*** will children be allowed to run or roam the building without adult supervision.

This is a building dedicated to the honor of God who has entrusted its care and use to us. It is to be used as a blessing to God and to the ministries of Oak Grove Baptist Church. All attitudes and atmosphere should always be Christ-like and honoring to HIM.

### **FEES**

Fees paid are for use of the specified areas of Oak Grove Baptist Church on the day of your event only. We cannot guarantee the availability of the building the day before your occasion for decorating purposes. The building usage fees are as follows:

- Non-church members - \$300
- Active church members - \$75
- Kitchen usage - \$50
- Kitchen appliance use (i.e. stove, steam table, dishwasher, etc.) - \$25
- Active church member – small group of 25 or less - \$50

Fees charged are for a maximum of four (4) hours. Hours requested beyond said limit will require an additional hourly charge to be specified by the Trustees.

***Large dinners and receptions must be catered. A copy of the caterer's license will be requested.***

### **CLEAN-UP**

The user is responsible for cleaning up any and all food and debris from the building(s) used immediately following the event. Tables and chairs must be put away. Any dishes must be washed and put away. (See attached kitchen usage guidelines.) For all functions, any and all decorations must be removed by the following day. Any decorations or belongings found after a twenty-four (24) hour period will be disposed of..

***THERE WILL BE NO EXCEPTIONS TO THE FEE SCHEDULE OR CLEAN-UP GUIDELINES.***

We desire to be good stewards of the buildings and equipment that God has blessed to Oak Grove Baptist Church. We cannot do so without your help and full cooperation. We appreciate your help in this endeavor.

### **INCLEMENT WEATHER POLICY**

Weekdays, if schools are canceled or close early, the scheduled activity must be cancelled. In accordance with insurance regulations, evening and weekend activities will be held at the discretion of the Trustees. Applicant will be notified by a member of the Trustees if the event must be cancelled. If the event is cancelled due to inclement weather, any fees paid will be returned.

### **HOLD HARMLESS: INDEMNIFICATION**

I/We understand that Oak Grove Baptist Church is lending the use of its facilities and therefore cannot guarantee the condition of the facilities nor the equipment associated with it. I/We take full responsibility and liability for any claims, losses or damages that take place while I/we are using the facilities, whatever the cause, and will in no way hold Oak Grove Baptist Church responsible.

I/We, the User, also agree to indemnify and hold blameless Oak Grove Baptist Church from any and all claims, losses, damages or other liabilities which may be asserted against Oak Grove by the User or any of its members, guests or invitees who enter upon the church property, including but not limited to the facilities and the parking lot in connection with the use contemplated by this application. The indemnification includes any costs, expenses and counsel fees which may be incurred by Oak Grove incident to such claims or demands.

\_\_\_\_\_  
**Signature/Title**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Printed Name of Applicant**

\_\_\_\_\_  
**Telephone**

\_\_\_\_\_  
**Mailing Address**

\_\_\_\_\_  
**E-Mail address**

\_\_\_\_\_  
**City/State/Zip Code**

Updated August 25, 2006

*TRUSTEE USE*

**APPROVED:** Yes or No      Date Approved: \_\_\_\_\_

Responsible Trustee: \_\_\_\_\_

Trustee Signature/Approval: \_\_\_\_\_

***SPECIAL NOTES OR COMMENTS:***

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