

GREATER FIRST BAPTIST CHURCH- ORLANDO

FACILITY RENTAL FORM

Name of Person/Group Booking Event _____

Name of Contact Person _____ Phone _____

Type of Event _____ Estimated Attendance _____

Date(s) Requested: from _____ to _____

Time Requested (include set-up and clean-up time): from _____ to _____

Please check equipment needed (indicate number required, if applicable)

_____ Tables(round)

_____ Podium/Dais

_____ Off Campus (Blue Chairs Only)

_____ Chairs

_____ Microphone

_____ Grill

_____ Tablecloths

_____ Keyboard

_____ Long Tables

_____ Coffee Maker

_____ Projector

_____ White Chair Covers (+\$50)

_____ Refrigerator

_____ Long Table Covers

(8 available) (+\$50)

_____ Warmer

_____ Round Table Covers

(12 available) \$+50)

Note: If you rent chair covers and table covers \$75 will be the TOTAL

SIGNATURE OF CONSENT

I have read the guidelines presented on the reverse side and agree to the terms and conditions required to use this Facility.

Signature of Responsible Individual or Group Representative

Title

Printed Name

Phone Number

Alternate Contact

Phone Number

Group Name

Date Signed

For Office Use Only:

_____ Request Approved

_____ Request Denied

Reason for Denial _____

Deposit \$ _____ Received _____

Full Balance \$ _____ Received _____

By _____

By _____

**ESTELLE HALL–CLYDE TURNER FELLOWSHIP HALL
GUIDELINES FOR FACILITY USE**

I. GENERAL POLICIES

- A. Use of any portion of the Facility must conform to fire and safety ordinances [example: maximum occupancy allowed].
- B. Use of the Facility, grounds or equipment is at risk of the user; GFBCO is not liable nor responsible for loss or damage to personal property. Any injury to attendees or those using Facility equipment must be reported immediately to a GFBCO Representative.
- C. Facility and grounds are Drug, Alcohol, and Tobacco-Free Zones. No drugs, alcoholic beverages, or tobacco products are to be brought into, served, or consumed in the Facility or surrounding grounds.
- D. Group or individual using the Facility is responsible for the conduct of all attendees. Children and youth must always have adult supervision during the event.
- E. No profanity, harsh language or inappropriate behavior will be tolerated.
- F. Pets/animals, except service animals, are not allowed in or around the Facility.
- G. Specific care of Facility structure, contents and grounds is expected; breakage or damage will be charged to responsible group or individual and is payable within ten (10) days after event has ended.
- H. Any equipment or materials brought into the Facility for an event [such as wedding or other event props] are to be removed the same day after event has ended. GFBCO is not responsible for any items left in the Facility.
- I. Users are responsible for returning the Facility to the condition in which they found it – furniture in place; used areas cleaned, decorations removed, and all trash placed in outdoor receptacles, including trash from event found on the grounds – or deposit may be forfeited.
- J. A member of the Church will be onsite to open the doors at the agreed upon start time, for the duration of the event, and at closing to inspect and secure the Facility.

II. RENTAL FEES

- A. Rental rates are six hundred dollars (\$600) for a **full day** (includes access after 6pm **EVENING before event** and all day for the event. **Half day** is four hundred dollars (\$400) (including 4 hours of event time **PLUS** 1 hour set up and 1 hour cleanup time. *GFBCO Members will receive a fifty percent (50%) discount.*
Full balance due no later than one week prior to event.
 - a. ***Rental for Funeral Repast (deceased is non-member) is \$300 (includes access the evening before)***
- B. **Separate security deposit of \$100 is required with all applications** in order to hold the desired date(s) and is refundable following a satisfactory inspection of the Facility at end of event. ***Security Deposit will be returned within ten (10) business days in the form of a check.*** A fifty-dollar (\$50) cancellation fee applies for any event cancelled up to two (2) weeks prior to event. Full security deposit is forfeited for cancellations received after that period.
- C. GFBCO is not responsible for cancellations due to weather, acts of God, emergencies, or any occurrence beyond the Church's control; however, in such cases the event can be rescheduled, based on available date.

III. FOOD & DECORATIONS

- A. Food and beverages are the responsibility of the group or individual using the Facility. Caterers may be hired for the event as GFBCO does not provide a cooking staff.
- B. Open flames are not allowed, except for warmers used with chafing dishes, or candles on celebratory cakes. Lighted candles used as decorations must be placed in globes or other containers where the flame is at least one inch below the rim of the container.
- C. Decorations may not be attached to walls with tape, staples, or thumb tacks; however, trimming tape or adhesives that does not damage walls or paint may be used. Glitter, confetti, or other “messy” decorations may not be used at all.