

**FREEDOM BAPTIST CHURCH**  
802 N College Rd; Wilmington, NC 28405  
910.799.4898

**NON CHURCH SPONSORED FELLOWSHIP HALL RENTAL GUIDELINES**

We are pleased that you have chosen to hold your special event on our campus. Hopefully, these guidelines will assist you in your planning.

**SPECIAL EVENTS** These are defined as showers, parties, exhibits, classes and meetings that require space in any part of the Church Building of Fellowship Hall.

**RESERVING A DATE** All dates/events must be scheduled through the Church Office and approved by one of the Pastoral Staff prior to booking and written in on the calendar. A time will then be arranged for a meeting to complete the necessary forms and make payment.

**DECORATIONS (FELLOWSHIP HALL)**

- A. Nails, tacks, staples, or cellophane tape may not be used to attach decorations to the walls, woodwork, furniture or floor. Masking or painter's tape is recommended.
- B. Mats, rugs, cloths or plastic must be used to prevent candle wax from dripping on carpeting or woodwork. Mats or plastic must be used under live plants to protect flooring from water stains, dirt and rust. (Note: smoke from numerous candles may shut down HVAC system).
- C. All decorations must be removed and properly disposed of following the event. Clean-up must be completed prior to the next regularly scheduled worship service or church sponsored event. **All items left behind will become the property of the church.**
- D. Church property (chairs, tables, etc) must be cleaned and set back as they were before the event. It is recommended you make a diagram or take pictures of the room prior to decorating in order to help you with setting the room(s) back in order.
- E. The person making the reservation will be responsible for any damages that may occur.

**FEE SCHEDULE FOR FELLOWSHIP HALL**

<b>AMOUNT</b>	<b>DESCRIPTION</b>	<b>DUE DATE</b>
Non-member - \$200 Member - \$100	<ul style="list-style-type: none"><li>• Rental &amp; Custodial fee</li></ul>	Two weeks prior to event
	<ul style="list-style-type: none"><li>• An additional \$50 fee will be charged for audio visual usage</li><li>• Alcohol is not permitted on premises and no smoking in buildings</li></ul>	

**FREEDOM BAPTIST FELLOWSHIP HALL POLICY AGREEMENT**

Name of applicant: \_\_\_\_\_

Street address: \_\_\_\_\_; City \_\_\_\_\_

State \_\_\_\_\_; Cell# \_\_\_\_\_

Deposit date and amount: \_\_\_\_\_

Date(s) and time(s) requested and approved:

Monday \_\_\_\_\_ . Time \_\_\_\_\_

Tuesday \_\_\_\_\_ . Time \_\_\_\_\_

Thursday \_\_\_\_\_ . Time \_\_\_\_\_

Friday \_\_\_\_\_ . Time \_\_\_\_\_

Saturday \_\_\_\_\_ . Time \_\_\_\_\_

Audio video equprment:

Yes \_\_\_\_\_ No \_\_\_\_\_

I, \_\_\_\_\_, have read the previous information, understand the guidelines and will comply with them.