

**WASHINGTON TABERNACLE MISSIONARY BAPTIST CHURCH  
BUILDING USE FORM**

RULES/REGULATIONS/RESPONSIBILITIES FOR INDIVIDUALS REQUESTING TO USE THE FACILITIES

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**I. PLEASE CAREFULLY READ THE GUIDELINES OUTLINED BELOW BEFORE COMPLETING THE FORM**

NOTE: After confirming a date for your activity with the church administrative assistant, a completed Building Use Form must be returned within two (2) weeks. Failure to do so will result in forfeiture of the requested date.

**A. MEMBERS**

1. Member(s) requesting the use of the church facilities will submit an application with a deposit of \$250.00, which is non-refundable, unless the event is cancelled and we are notified seven (7) days prior to the event.
2. If the scheduled event occurs at a time other than our normal business hours or the established hours of the custodian/security service, you will be assessed a fee to cover the additional cost which the church incurs to provide this service. The fees will be paid seven (7) days in advance of the event. An additional fee of \$25.00 will be assessed if the assistant custodian is needed.
3. All fees will be submitted to Deacon Craig Williams or Sis. Teresa Hargrow-Simmons.
4. In the event the custodian is not used, the member is totally responsible for the cleaning of all areas used.
5. Individual(s) are responsible for the conduct and actions of their guests. They will be notified in advance that THERE WILL BE ABSOLUTELY NO SMOKING, WEAPONS, CONSUMPTION OF ALCOHOLIC BEVERAGES/ILLEGAL SUBSTANCES, OR PROFANE/ABUSIVE LANGUAGE PERMITTED ON CHURCH GROUNDS.
6. THERE WILL BE NO ADMISSION CHARGES OR TICKET SALES ON CHURCH GROUNDS. NO EXCEPTIONS WILL BE MADE.
7. If candles are used during a ceremony or program, only dripless or battery-operated candles may be used.
8. Members are responsible for any damages that occur.
9. If the event is cancelled, the church office should be notified at least seven (7) days prior to the scheduled event; otherwise an additional \$50.00 fee will be charged.

**B. NON-MEMBERS**

1. Non-Member(s) will pay all applicable fees seven (7) days in advance of the event by cash, check or money order payable to: Washington Tabernacle Missionary Baptist Church, and submitted to Deacon Craig Williams or Sis. Teresa Hargrow-Simmons.
2. Deposits are non-refundable.
3. Individual(s) are responsible for the conduct and actions of their guests. They will be notified in advance that THERE WILL BE ABSOLUTELY NO SMOKING, WEAPONS, CONSUMPTION OF ALCOHOLIC BEVERAGES/ILLEGAL SUBSTANCES, OR PROFANE/ABUSIVE LANGUAGE PERMITTED ON CHURCH GROUNDS.
4. THERE WILL BE NO ADMISSION CHARGES OR TICKET SALES ON CHURCH GROUNDS. NO EXCEPTIONS WILL BE MADE.
5. If candles are used during a ceremony or program, only dripless or battery-operated candles may be used.
6. Advanced coordination will be made fourteen (14) working days prior to the event, with a member of the Board of Trustees, if any special or addition equipment or arrangements are required.
7. Original contract binding.

**II. PLEASE CAREFULLY REVIEW THE FEE SCHEDULE BELOW BEFORE COMPLETING THE FORM**  
 PLEASE SUBMIT COMPLETED FORMS TO THE CHURCH ADMINISTRATIVE ASSISTANT OR SIS. TERESA HARGROW-SIMMONS. THE DEPOSIT IS DUE AT THE TIME OF FORM SUBMISSION. THE TOTAL BALANCE IS DUE SEVEN (7) DAYS PRIOR TO THE EVENT.

**A. MEMBERS**

- ONE REHEARSAL (MAXIMUM 3 HOURS) NO CHARGE
- WEDDING (MAXIMUM 3 HOURS) NO CHARGE
- SECURITY SERVICE (MAXIMUM 7 HOURS @ \$20.00/HOUR) \$140.00\*\*
- CUSTODIAL SERVICE MAXIMUM 7 HOURS-REHEARSAL/WEDDING \$95.00\*\*
- KITCHEN USE NO CHARGE
- SOUND TECHNICIAN \$46.50
- PASTORAL FEE SEE REV. DONNIE ROBINSON, SR.  
(INTERIM PASTOR)
- DEPOSIT (NON-REFUNDABLE) \$250.00

**B. NON-MEMBERS**

- ONE REHEARSAL (MAXIMUM 3 HOURS)/WEDDING (MAXIMUM 3 HOURS) \$375.00\*
- SECURITY SERVICE (MAXIMUM 7 HOURS @ \$20.00/HOUR) \$140.00\*\*
- CUSTODIAL SERVICE (MAXIMUM 7 HOURS) \$95.00\*\*
- KITCHEN USE \$75.00
- SOUND TECHNICIAN \$46.50
- PASTORAL FEE SEE REV. DONNIE ROBINSON, SR.  
(INTERIM PASTOR)
- MUSICIAN SEE REV. CHRISTOPHER MCNEAL
- DEPOSIT (NON-REFUNDABLE) \$250.00

\* \$30.00 each additional hour (30 minute grace period). Original contract binding.

\*\* SECURITY AND CUSTODIAL SERVICES ARE MANDATORY.

**C. FOR OTHER EVENTS, THE FEES REMAIN THE SAME**

**III. PLEASE PROVIDE ALL INFORMATION REQUESTED BELOW:**

TODAY'S DATE: \_\_\_\_\_

APPLICANT INFORMATION (Applicant should give home address and home or cell phone #.)

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone #: \_\_\_\_\_

Group/Ministry Name: \_\_\_\_\_

Event/Purpose of Request: \_\_\_\_\_

Event Date: \_\_\_\_\_

Time: \_\_\_\_\_

If rehearsal(s) is needed, please indicate:

Rehearsal Date: \_\_\_\_\_

Time: \_\_\_\_\_

PLEASE ESTIMATE THE # OF PEOPLE WHO WILL ATTEND: \_\_\_\_\_

PLEASE INDICATE AREA/SERVICE TO BE USED, CHECKING ALL THAT APPLY:

\_\_\_ FELLOWSHIP HALL \_\_\_ KITCHEN \_\_\_ BALCONY \_\_\_ NURSERY

\_\_\_ CONFERENCE ROOM \_\_\_ SANCTUARY \_\_\_ CHOIR LOFT \_\_\_ SECURITY

NOTE: If a specific set-up is needed, please use blank space to provide sketch/outline.

\_\_\_\_\_  
**SIGNATURE OF APPLICANT**

PLEASE PROVIDE SKETCH/OUTLINE HERE:

**OFFICE USE ONLY**

THIS SECTION TO BE COMPLETED BY BOARD OF TRUSTEE

PLEASE CIRCLE ONE:

REQUEST APPROVED

REQUEST DENIED

TRUSTEE SIGNATURE \_\_\_\_\_

APPROVAL DATE \_\_\_\_\_

DEPOSIT RECEIVED ON: \_\_\_\_\_ SUBMITTED TO: \_\_\_\_\_

PLEASE DISTRIBUTE TO:

1. APPLICANT
2. ADMINISTRATIVE ASSISTANT
3. CHURCH CALENDAR COORDINATOR
4. CUSTODIAL STAFF
5. KITCHEN SUPERVISOR
6. PASTOR
7. BOARD OF TRUSTEE CHAIRMAN
8. CUSTODIAL/SECURITY SUPERVISOR, DEACON CRAIG WILLIAMS