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261-9527  
THEKSA

# Amelia Baptist Church

## APPLICATION FOR USE OF CHURCH FACILITIES

1. Area(s) to be used: Sanctuary
2. Church equipment to be used: (arrangements for use of sound equipment must be coordinated through the Music Director) Sound equipment
3. Date(s) and Times to be used: (Note: The sanctuary will not be scheduled on Sunday, holiday weekends, the Saturday prior to or following Vacation Bible School or Challenge weeks.)  
Tues.  
Date: 11/11/03 from 6:00 a.m. or p.m. until 8:00 a.m. or p.m.  
Date: \_\_\_\_\_ from \_\_\_\_\_ a.m. or p.m. until \_\_\_\_\_ a.m. or p.m.
4. Name of person(s) making request: Eron D. Thompson, Grants Coordinator  
Address and phone number: 213 Nassau Place, Yulee, Florida 32097-3678  
(904)321-5785
5. Purpose for use: Community meeting (American Beach)
6. (For Wedding) Will Pastor Helton perform the ceremony? yes \_\_\_\_\_ no \_\_\_\_\_  
If no, name of person performing the ceremony: (subject to Pastor Helton approval) \_\_\_\_\_
7. Number of guests anticipated: 50-60 Will food be served? yes \_\_\_\_\_ no X  
Will kitchen be used? yes \_\_\_\_\_ no X
8. Person accepting responsibility: Nassau County Board of County Commissioners  
Address: P.O. Box 1010, Fernandina Beach, Florida 32035  
Phone: (home) N/A (work) 904.321.5782
9. Alternate responsible person: N/A  
Address: \_\_\_\_\_  
Phone: (home) \_\_\_\_\_ (work) \_\_\_\_\_
10. Is group or person(s) member(s) of Amelia Baptist Church? yes \_\_\_\_\_ no X
11. To ensure your reserved date please remit a deposit to Amelia Baptist Church two weeks prior to the event. Please see attached schedule for fees and deposit.

### Office Use Only

Calendar clear for event? Yes \_\_\_\_\_ No \_\_\_\_\_  
All forms completed and signed? Yes \_\_\_\_\_ No \_\_\_\_\_  
Deposit Paid? Yes \_\_\_\_\_ No \_\_\_\_\_ due by: \_\_\_\_\_  
If yes, Date: \_\_\_\_\_  
Check No. \_\_\_\_\_ Cash: \_\_\_\_\_ Amount: \_\_\_\_\_ (\$100 Refundable)

## AGREEMENT FOR USE OF AMELIA BAPTIST CHURCH FACILITIES

With reference to the application information presented on the reverse side of this page, the undersigned agrees to the conditions below:

1. There will be no smoking in church buildings. The use of alcoholic beverages or drinks with alcohol, illegal drugs, profanity, or fighting is prohibited any place on the church grounds or in the buildings. Signs, slogans or graphics that cheapen the church and what it represents will not be allowed. No rice is to be brought on the church property. Birdseed may be thrown outside of the church building.
2. Utilities (e.g. heat, A/C, water, lighting) will be used conservatively. This would include turning off all A/C, heat, and lights upon leaving. The reimbursement fees paid to Amelia Baptist Church for use of utilities is based upon good stewardship practices. Note: No long distance phone calls are permitted. The sanctuary will not be specially heated or cooled until two- (2) hours before use. It is the applicant's responsibility to notify the florist of this rule.
3. The building(s), equipment, and grounds will be left in the same condition as they were before the activity was scheduled. Should Amelia Baptist Church have to incur any expense to return the building, equipment, or grounds to its original state, the organization/person(s) agree to pay the actual costs to Amelia Baptist Church within 10 working days of receiving a bill. Examples of such potential costs are: carpet/floor cleaning to remove stains and/or ground-in food -\$100.00 for entrance & halls, \$100.00 for sanctuary, \$100.00 for kitchen floor (stripping & waxing); - putting furniture back into original places (charge at hourly rate of \$15.00/hr, one hour minimum); actual cost of repair or replacement of damaged furniture, walls, etc.; cleaning of kitchen area, placement of garbage in Amelia Baptist Church containers, vacuuming of rugs/tile areas (charged at hourly rate of \$15.00/hr; actual cost of repair/replacement of damaged microphones/sound equipment.
4. No glue, pins, tape, or sticky materials may be used on any wall or ceiling in the Church building.
5. If the sound system is to be used, including making a tape, special arrangements must be made to have an approved technician operate the system.
6. If a family uses a musician from the church, the fee is to be negotiated with him or her for expenses incurred in rehearsals, practices and in the actual ceremony.
7. In the Sanctuary, only dripless or sleeved candles may be used. No containers with water may be placed on the piano. The greenery to be used for decoration should be placed in free standing pots, vases, or other containers.
8. With special permission from the Preschool Ministry Team, the Preschool/Nursery rooms may be used for childcare.
9. The pastor or other appropriate staff person must approve all music.
10. The church is not responsible for any personal items, such as purses, silver and glassware brought to the church for use. Nor will the church be liable for such items that are lost, stolen or damaged.

NOTE: The use of church facilities is a privilege granted by Amelia Baptist Church. Since the primary purpose of our facilities is to glorify God the use must not be in conflict with this primary purpose. Therefore the church council or its designated representative must approve any use other than regular church events.

Amelia Baptist Church is not liable for any Losses/Expenses to the person(s)/group requesting use of facilities for any condition which might make the requested facilities unsuitable. Examples of such conditions are: power outages, flooding, emergency maintenance.

Signed: 

Print: Vickie Samus

Organization: Nassau County Board of County Commissioners

Dated: 9-18-03

## FACILITY FEE SCHEDULE

### Church Members

### Non-Church Members

*Sanctuary\*\** \$25.00 per hour

\$50.00 per hour

*Kitchen\*\** \$25.00 per hour

\$50.00 per hour

A cap of \$75.00 is the maximum fee that  
Can be incurred for one event.

*Nursery* \$15.00 per hour  
(See line 8 "Agreement for Use")

\$30.00 per hour

*Sound System* \$10.00 per hour

\$20.00 per hour

*Custodial Fee* \$15.00 per hour (if needed)  
(See line 3 "Agreement for Use")

\$25.00 per hour (if needed)  
(See line 3 "Agreement for Use")

Opening & Closing of the Facility \$25.00

Minimum use is 2 hours plus the \$25.00 opening and closing fee.

**\*\* Non-members will be charged a fee of \$300.00 to use the sanctuary and kitchen for weddings. The fee covers only the sanctuary and kitchen, other fees may apply (opening and closing, sound system and those listed in 3 "Agreement for Use"). All non-member weddings will be sponsored by a member of Amelia Baptist Church.**

**\*\* Members will not be charged a fee to use the facilities for weddings. However a \$100.00 refundable deposit will be required. The fee will be refunded if the facility is returned to the original configuration and is properly cleaned.**

### **Deposit**

A \$100.00 refundable deposit must be paid to Amelia Baptist Church two weeks prior to the event. The deposit may be applied to the fees or returned after all fees are paid and the facility is returned to the original condition. A "Facility Inspection Form" and a walk through the building with a staff member will be used to determine the condition of the building before and after the event.

### **Please**

**NO Decorating on walls**