



Facility Usage Agreement

Policy & Procedures

All persons requesting an event on our campus must complete an online Event Request Form [here](#). Event forms must be submitted 2 weeks prior to the event.

If the Event Request Form submitted requires an additional set-up for the room requested, then specific instructions for that set-up must be supplied 2 weeks prior to the event. If those instructions are not provided 2 weeks prior, then the event is subject to an additional fee as outlined on page 2.

In order to secure a date for a non-West Bradenton ministry related event, the Event Request Form must be submitted and approved along with a signed copy of the Church Facility Agreement.

The use of West Bradenton Baptist Church facilities and properties are by written permission only. Certain activities may require a certificate of liability insurance.

All persons requesting an event agree to assume full responsibility and reimburse the church for any damage to or loss of church property resulting from its use of the premises, or failure to secure building doors prior to leaving. This damage must be reported to the church office no later than the next business day (941-748-6926). If the damage appears to endanger the security of the buildings or the safety of the occupants, it should be reported immediately.

All persons requesting a non-West Bradenton ministry related event understands that the facilities at West Bradenton Baptist Church are not to be used for commercial purposes. This includes any activity in which you solicit the sale of products or intend to make money while on the premises.

By signing this agreement you agree to the above terms and conditions as well as any and all related fees as outlined on page 2.

Name

Date

Contact Number

Email Address



Facility Usage Agreement

Facility Usage Fees

Non West Bradenton Ministry Related Events

Facility Fee - \$150 (\$50 custodial fee included)

Additional Room Fee - \$50

Set-Up Fee - \$50 (this fee only applies when set-up instructions have not been provided 2 weeks prior to the event as outlined on page 1.)

Tech/Worship Arts (onsite for event)

Sound Tech - \$25 per hour (2hr minimum)

ProPresenter/PowerPoint Operator - \$25 per hour (2hr minimum)

Funerals (non-member)

Facility Fee - \$150 (\$50 custodial fee included)

Sound Tech - \$25 per hour (2hr minimum)

ProPresenter/PowerPoint Operator - \$25 per hour (2hr minimum)

Weddings

Click [here](#) to contact our wedding coordinator and request a copy of our wedding policy.