

# **EBENEZER BAPTIST CHURCH**

## UTILIZATION CONTRACT FOR MEMBERS



EBENEZER BAPTIST CHURCH  
171 SEMPLE FARM ROAD  
HAMPTON, VIRGINIA 23666  
PHONE: (757) 865-1480  
FAX: (757) 865-0632

REVEREND WALTER R. DEAN, PASTOR

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## Application Information

### Members (immediate family who are non-members):

Use of Church Sanctuary: \$175.00 Multipurpose room: \$300.00

### Non-Profit Organization:

Use of multipurpose room: \$10.00 per hour

Use of media in the multipurpose room: \$10.00 per hour

### I/We understand and agree that:

#### ➤ For Weddings

1. A non-refundable deposit of \$50.00 must be submitted with this application.
2. All fees are to be paid ten days prior to the wedding date. The service will not take place until all fees are paid in full.
3. If cancellation of wedding plan is necessary, it must be in writing at least two weeks prior to the specified date.
4. Non-profit service-type organizations must pay the janitorial fee of \$10.00 per hour.
5. A check or cash in the amount of \$50.00 will be paid to the janitor (Romeo Gardner) for each night of requested service.
6. A check or cash in the amount of \$50.00 will be paid to the Music Administrator (Kenneth Bradshaw) for each requested service event (Rehearsal, Wedding, and Reception).
7. Wedding preparation time is one (1) hour prior to the wedding.
8. Setup time is one (1) hour prior to rehearsal.
9. The bride will utilize the bridal room to dress.
10. The groom will utilize the 2nd floor room or chapel to dress.

#### ➤ Sanctuary

1. The pulpits furniture shall not be moved for any reason.
  2. Only religious music will be played in the sanctuary. The Music Administrator will determine if the music is appropriate for playing in the sanctuary.
  3. The Music Administrator shall not play more than three different CD's or tapes during the function and only authorized media church personnel will operate the media system.
  4. There shall not be any horseplay, food or drink in the sanctuary, except during Communion Service, which permits, bread and wine.
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5. The musical instruments in the sanctuary will not be utilized without authorization.
6. There shall be no alcohol consumed or served in the sanctuary.
7. Candles utilized must be dripped free and have a tray attached to capture any wax.

➤ **Multi-Purpose Room**

1. The room shall not be utilized without authorization and all items moved must be returned to their original position upon completion of the function.
2. The setup and removal of tables and chairs in the room are the requesters' responsibility.
3. Sports activities of any sort are not authorized in the room unless it is a part of the requested function.
4. No food or drinks are authorized beyond the multi-purpose room into the church.
5. There shall be no alcohol consumed or served in the multi-purpose room.

➤ **The Kitchen**

1. The kitchen shall **not be utilized in any form without a Kitchen Contract**
2. The kitchen utilities, floor and wash clothes shall be cleaned after each use.
3. The kitchen items and equipment utilized shall be returned to the kitchen after using.
4. The Janitor only shall light the gas stoves in the kitchen.

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

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## Wedding Services

Bride's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

Groom's Name: \_\_\_\_\_

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

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ Work Phone: \_\_\_\_\_

You are requested to stay within a MAXIMUM of four (4) hours for each function. The functions must end by 8:45pm to close the church by 9:00pm.

1. Rehearsal and Dinner.
2. Wedding and Reception.

This will allow for other scheduled activities in the church or an additional fee will be assessed. If items a, b and c below are complied with, your deposit will be returned.

- a. Exceeding the time limit established: \$50.00 per 1/2 hour.
- b. Failure to replace the tables, chairs, or equipment utilized: \$100.00
- c. Failure to clean kitchen area after utilization: \$100.00.

Rehearsal Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Completion: \_\_\_\_\_ am/pm

Rehearsal Dinner: Yes  No  Number of Guests: \_\_\_\_\_

If yes: Start Time \_\_\_\_\_ Completion: \_\_\_\_\_

Wedding Date: \_\_\_\_\_ Start Time: \_\_\_\_\_ am/pm Completion: \_\_\_\_\_ am/pm

Reception: Yes  No  Number of Guests: \_\_\_\_\_

If yes: Start Time \_\_\_\_\_ Completion: \_\_\_\_\_

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## Questions Regarding Utilization of Ebenezer Baptist Church

1. Will anyone be dressing on site? Yes No

If so, Date: \_\_\_\_\_ Time: \_\_\_\_\_

2. Will flowers be delivered to the church? Yes No

If so, Date: \_\_\_\_\_ Time: \_\_\_\_\_

3. Will time be required for decorating the church? Yes No

If so, Date: \_\_\_\_\_ Time: \_\_\_\_\_

4. Will the individuals bring additional instruments into the sanctuary? Yes No

If so What? : \_\_\_\_\_.

5. Will the individual require music of any type? Yes No

Tape\_\_\_ CD\_\_\_ Sound System\_\_\_ Piano\_\_\_

6. Will the individuals require utilization of the kitchen? Yes No

If so, please fill out a kitchen contract and contact Sheila Bryant @ 757-766-3228

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**CONTRACT FOR USE OF THE SANCTUARY**

This agreement made on the \_\_\_\_\_ day of \_\_\_\_\_, by and between Ebenezer Baptist Church of Hampton, VA and \_\_\_\_\_  
for the service and rental for \_\_\_\_\_ guests. From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm on \_\_\_\_\_ (date of function).

➤ **Paragraph 1 & 2 do not apply to EBC Ministries:**

1. It is further agreed that the authorized representative of the organization will be responsible for security measures, equipment/fixture repairs and damages to any Ebenezer Baptist Church property. Ebenezer Baptist Church reserves the right to have a representative at the facility, paid by you, to observe the conduct of all persons in attendance and assist in cleaning the facility.
2. The renter agrees to hold harmless the owner, and its agent, employees, and members from and against any and all claims, suits, actions, damages and or causes of action arising during the term of this agreement for a personal injury, loss of life, and property damage sustained in or about said premises.

This contract is agreed to for the service of: \_\_\_\_\_

by \_\_\_\_\_ (Renter) and Ebenezer Baptist Church  
\_\_\_\_\_ Owner/Representative

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

Day Telephone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

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**CONTRACT FOR USE OF THE MULTIPURPOSE ROOM**

This agreement made on the \_\_\_\_ day of \_\_\_\_\_, by and between Ebenezer Baptist Church of Hampton, VA and \_\_\_\_\_  
for the service and rental for \_\_\_\_\_ guests. From \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm on \_\_\_\_\_ (date of function).

➤ **Paragraph 1 & 2 do not apply to EBC Ministries:**

1. It is further agreed that the authorized representative of the organization will be responsible for security measures, equipment/fixture repairs and damages to any Ebenezer Baptist Church property. Ebenezer Baptist Church reserves the right to have a representative at the facility, paid by you, to observe the conduct of all persons in attendance and assist in cleaning the facility.
2. The renter agrees to hold harmless the owner, and its agent, employees, and members from and against any and all claims, suits, actions, damages and or causes of action arising during the term of this agreement for a personal injury, loss of life, and property damage sustained in or about said premises.

This contract is agreed to for the service of: \_\_\_\_\_

by \_\_\_\_\_ (Renter) and Ebenezer Baptist Church  
\_\_\_\_\_ (Owner/Representative)

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

Day Telephone: \_\_\_\_\_ Night Phone: \_\_\_\_\_

Applicant's signature \_\_\_\_\_ Date: \_\_\_\_\_

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## **Ebenezer Baptist Church Member Contract for Kitchen Facilities Use**

Ebenezer Baptist Church welcomes use of our kitchen facilities by individuals and ministries. Our kitchen facility is equipped with a commercial size refrigerator, freezer, stove with double oven, a double sink, an ice machine, a microwave, and ample preparation space. Small appliances and a variety of cooking utensils are also available for use. Disposable plates, cups and utensils are available upon request (ministry use only). Dish towels and oven mitts are not provided.

In addition, the Ebenezer kitchen staff offers consultation service concerning menu planning, table and room set ups, as well as decorating ideas for functions.

### **The following guidelines apply to members contracting to use kitchen facilities:**

- 1) Outside caterers must meet with the Culinary Coordinator, bring all supplies and show proof of insurance or sign a waiver.
- 2) The Ebenezer Culinary team and staff members are not responsible for receiving or signing for any deliveries.
- 3) Culinary training is required to work in the kitchen area for anyone under the age of 18.
- 4) Requesters using the kitchen are responsible for leaving the facility in the condition that it was in.
- 5) The requester/user agree to the following:
  - a) Complete a pre and post clean up checklist.
  - b) Remove all trash.
  - c) Remove all food from refrigerator and freezer.

**I/We have read, agree to and accept the guidelines of this contract.**

\_\_\_\_\_  
Requester (Last, First)

\_\_\_\_\_  
Date (MM/DD/YY)

\_\_\_\_\_  
Culinary Representative

\_\_\_\_\_  
Date (MM/DD/YY)

### **Waiver of Liability**

Ebenezer Baptist Church of Hampton, VA assumes no responsibility or liability for any damages or injuries that occur while using the church facilities on church property.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Questions, please call Shelia Bryant at 757-766-3228

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## Ebenezer Baptist Church Culinary Ministry

Ministry: \_\_\_\_\_ Date: \_\_\_\_\_ Phone Number \_\_\_\_\_

Event: \_\_\_\_\_ Date of Event: \_\_\_\_\_ Time: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Number in Attendance \_\_\_\_\_

Supply Items:

Items (Styrofoam)	Amount
"10" Compartment Plates	
"7" plates	
"6" plates	
10 oz. bowls	
10 oz. coffee cups	
forks	
spoons	
knives	
napkins	
12 oz. plastic cups	

Small Appliances	Check Out	Check In
Chaffing dish ____ Silver ____ Blk Wire ____		
Bowls (lg.)		
Coffee urns		
Crock pot		
Cooler		
Electric skillet		
Frying pans		
Griddle		
Rice cooker		
Spoon (long)		
Silverware holder		
Toaster		
<b>China:</b> Dinner plates Salad plates Cup and saucer Forks Spoons Knife		

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**Ebenezer Baptist Church Kitchen  
Cleaning Checklist**

Team Member \_\_\_\_\_

Group Name \_\_\_\_\_ Contact Person \_\_\_\_\_ Phone \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event \_\_\_\_\_

	<b>Pre</b>	<b>Initials</b>	<b>Post</b>	<b>Initials</b>
Floor Swept				
Tables and lower shelf				
Sink leaned (no crumbs)				
Stove and oven wiped				
Trashed removed and garbage bag replaced				
Refrigerator and freezer doors cleaned				
Left-over food removed from refrigerator and freezer				
All utensils returned to proper drawers				