**CENTRAL BAPTIST CHURCH**

413-568-0429

**BUILDING USE FORM**

To reserve the date please complete and return this form one week before the event.

CENTRAL BAPTIST CHURCH

P.O. Box 95

Westfield, MA 01085

Attn: Gail Cervonayco

Make check payable to CENTRAL BAPTIST CHURCH and write “rental” in the memo section.

We wish to use:

\_\_\_\_ The sanctuary for \_\_\_\_ Wedding \_\_\_\_ Worship \_\_\_\_ Baptism \_\_\_\_ Other

\_\_\_\_ Hays Hall \_\_\_\_ We plan to use the kitchen

Please explain, in detail, what you are planning:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rental Date(s) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Rental Time: \_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_

If a wedding, when will the rehearsal be? Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_ Time: \_\_\_\_\_\_\_\_\_\_\_

We agree that there will be no smoking or drinking of alcoholic beverages in the building. Initials: \_\_\_\_\_\_

We agree to make repairs for any damage caused by our use of the property. Initials: \_\_\_\_\_\_

Name of organization or person renting: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Name of person responsible: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

Signature of responsible person: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Trustee approval: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**BUILDING USE FEES**

**Use of Sanctuary: Non-Member Member**

**Summer (May – October) $350.00 N/C**

**Winter (November – April) $450.00 N/C**

**Custodial $ 60.00 $ 60.00**

**Use of Hays Hall**

**Summer $200.00 N/C**

**Winter $275.00 N/C**

**Kitchen $150.00 $50.00 ($100 deposit required when using kitchen)**

**Custodial $ 60.00 $60.00**

**Organist Fee $135.00 $125.00**

**Clergy Fee $250.00 $250.00**

**Insurance certificate required for some rentals.**

**Deposit Fee: 25% of total rental cost (All deposits are non-refundable)**