

CENTRAL BAPTIST CHURCH
www.centralbaptistchurchwestfield.com

APPLICATION FOR USE OF PROPERTY

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

CENTRAL BAPTIST CHURCH
115 Elm Street, P. O. Box 95
Westfield, MA 01086

Office hours: Monday through Friday, 9:00am - 1:00pm
 Phone: (413) 568-0429
 Administrative Assistant: Barb Gunn

We wish to use:

_____ Sanctuary for: _____ Wedding _____ Worship _____ Baptism _____ Other
 _____ Hays Hall _____ We plan to use the kitchen
 _____ Social Room _____ We plan to use the kitchen

PLEASE EXPLAIN CLEARLY WHAT YOU WILL BE USING THE PROPERTY FOR:

(RENTAL) DATE(S): _____

(RENTAL) TIME: From: _____ 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.

We agree to make repairs for any damage caused by the use of the above named property.

Name of Church, Organization, or person(s) renting: _____

Name of person responsible: _____ Phone: _____

Address: _____

Signature of responsible party: _____ Date: _____

Approved by Trustee: _____ Date: _____

BUILDING USE FEES

<u>1. Use of Sanctuary:</u>	<u>Non-Member</u>	<u>Members</u>
Summer Fees (May-October)	\$350.00*	N/C
Winter Fees (November-April)	\$450.00*	N/C
<u>2. Use of Hays Hall:</u>		
Summer Fees (May-October)	\$200.00*	N/C
Winter Fees (November-April)	\$275.00*	N/C
Kitchen Fee (as Applicable)*	\$150.00*	\$50.00
Custodial Fee	\$60.00	\$60.00
*\$100.00 deposit required when using kitchen		
<u>3. Use of Social Room (includes kitchen):</u>		
Summer Fees (May-October)	\$100.00*	N/C
Winter Fees (November-April)	\$200.00*	N/C
Custodial Fee	\$60.00	\$60.00
<u>4. Organist Fee:</u>	\$135.00	\$125.00
<u>5. Clergy Fee:</u>	\$250.00	\$250.00

7. Insurance certificate required for some rentals

6. *Deposit fees (All deposits are non-refundable) 25% of total cost of rental

Please make checks payable to: Central Baptist Church
 Please note in memo section of check, "For Rental"