



Hillsboro Baptist Church

Building Policies and Fees for Non-Church-Program Use

(Please submit this form at least two months in advance of event.)

Hillsboro Baptist Church welcomes the use of its buildings by the community. Our only request is that the cost of utilities and cleaning be borne by the groups using the buildings, and that, if any equipment or furnishings have to be put back in place or re-connected after outside use, the time and effort of those restoring the building to its normal arrangement be compensated for.

To that end, we have outlined the fees and security deposits below. Groups using the buildings with care should see the vast majority of these deposits returned to them. When a group is finished using the building(s), a representative of that group should arrange to meet with a member of the church authorized to check behind them and sign off on the condition of the buildings and spaces used.

Church members using the buildings for private events are not required to submit the security deposits, but are expected to compensate our cleaning staff for any extra cleaning that is required following the event. Church members are also expected to restore the building and equipment to its previous configuration or to compensate whomever is left with that job. **All users, members and non-members, by signing this form, are assuming responsibility for any damages that result from private event building use.**

The following fees and deposits should be made by check in advance. Following the post-event check-up, the security deposits due to be returned to the individuals or group involved will be mailed to the address given by them below.

These fees may be waived by the church's Leadership Council upon advance request.

Please check those areas needed for your event:

- Sanctuary
 - Cleaning fee \$ 40.00
 - Utilities fee 10.00
 - Re-positing chairs, altar, podium 20.00
 - Reconnect / Re-adjust sound system ... 100.00
 - TOTAL cleaning and deposits \$ 170.00**

- Educational Wing
 - Cleaning fee \$ 20.00
 - Utilities fee 10.00
 - Re-configure nursery / classrooms 20.00
 - TOTAL cleaning and deposits \$ 50.00**

- Fellowship Hall
 - Cleaning fee \$60.00
 - Utilities fee 10.00
 - Put tables and chairs back in place 30.00
 - Reconnect / Re-adjust sound system ... 50.00
 - TOTAL cleaning and deposits \$ 150.00**

I have read, and agree to the above guidelines:	
_____	_____
<i>signed</i>	<i>date</i>

- Not necessary. Return deposit.
- Not necessary. Return deposit.

- Not necessary. Return deposit.

- Not necessary. Return deposit.
- Not necessary. Return deposit.

<p><i>Return unused deposits to:</i></p> <p>Name: _____</p> <p>Address: _____</p> <p>City/St/Zip: _____</p> <p>Phone: _____</p>

Name of authorized Hillsboro member performing post-event check:
