

UNITED BAPTIST CHURCH FELLOWSHIP HALL



We are pleased that you have selected United Baptist Church Fellowship Hall for your event. We want to make the fellowship hall available and convenient for members of our church family, as well as, non-members. Any request to reserve the fellowship hall will be made through the Administrative Assistant and should be submitted at least eight (8) weeks prior to the scheduled event to be reviewed by the Pastor. In making a request, sufficient information should be provided to indicate the space needed, the purpose of the use, the time required, and the requirements for “setting up” the desired space. The renter will be responsible for their room setup and also to return the room to the normal configuration at the end of the event.

Any request made by a member for a non-member sponsored event will be treated as that of a non-member. Use of the fellowship hall will be allowed upon approval granted by the Pastor. The requestor must sign the United Baptist Church Reservation Request Form taking responsibility for the fellowship hall.

Members of United Baptist Church

There is a refundable deposit of \$85.00 based on the condition of the fellowship hall after the event without any damage and a charge of \$150.00 to secure the use of the fellowship hall. The Fellowship Hall will be inspected by the Administrative Assistant following the event and report to the Pastor. The refund amount will be determined on the basis of this report. Please make checks payable to United Baptist Church.

Non-Members of United Baptist Church

There is a refundable deposit of \$85.00 based on the condition of the fellowship hall after the event without any damage and a charge of \$250.00 to secure the use of the fellowship hall. The Fellowship Hall will be inspected by the Administrative Assistant following the event and report to the Pastor. The refund amount will be determined on the basis of this report. Please make checks payable to United Baptist Church.