

RESERVATION FORM FOR FELLOWSHIP HALL

(NON-MEMBERS)



I, _____, am requesting to reserve the Fellowship Hall of United Baptist Church located at 1400 Walnut Street, Harrisburg, PA on _____ to have a _____ from _____ am/pm to _____ am/pm. I anticipate _____ people to attend this event.

Set up is the day before the event which must be confirmed by Pastor Leonard Rier, Jr. and /or Administrative Assistant.

Renters will provide all necessary supplies to include consumables and servers needed during the event.

NO ALCOHOLIC BEVERAGES WILL BE SERVED.

NO SMOKING IS ALLOWED WITHIN UNITED BAPTIST CHURCH

Decorations on walls and doors are permitted using masking tape. I have been informed that all food, decorations (signs, balloons, banners, etc.) and equipment, must be removed by the renter from the Fellowship Hall once the event has ended. 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. No items can be left in the Fellowship Hall until the next day.

The reservation fee is \$250.00, which includes usage of the Fellowship Hall, kitchen, utensils and stage. An additional deposit of \$85.00 maintenance fee is required. Maintenance deposit is refundable based on the condition of hall at the end of the event. All fees will be paid in full two weeks prior to the date of the event.

United Baptist Church will not be held liable for any injuries or thefts that may occur on the premises.

CANCELLATION

In the event of cancellation, notification should be made no later than one week prior to the event to Pastor Leonard Rier Jr. and /or Administrative Assistant.

If cancellation notice is given two weeks in advance of the event, a full refund will be given. A 13 day to one week cancellation notice prior to date of event will be charged a \$50.00 cancellation fee.

A refund will not be given if notification is given less seven days or less prior to the event.

EMERGENCY SCHEDULING CONFLICT

United Baptist Church reserves the right to pre-empt any facility use for its own in cases of emergencies such as funerals. Notice will be provided as soon as possible.

____ I have read United Baptist Church Facility guidelines

____ I understand the rental fees for the use of United Baptist Church Fellowship Hall

____ I understand that I am liable for all damages to the property and agree to leave church property and premises in original condition, all electrical units off and building clean.

____ I agree that I will not receive any refunds of deposit until a satisfactory inspection is made after the event by the Administrative Assistant.

NAME (Print): _____

SIGNATURE: _____

PHONE: (home) _____ (cell or work) _____

DATE: _____

NAME of APPROVER: _____

DATE: _____

NAME of APPROVER: _____

DATE: _____

NAME of APPROVER: _____

DATE: _____