



FRIENDSHIP MISSIONARY BAPTIST CHURCH

402 Clinton Street, Buffalo, New York 14204-1706

Phone: 716-847-1020 • Fax: 716-847-0260

Website: www.friendshipbaptistbuffalo.org Email: info@friendshipbaptistbuffalo.org

Rev. Edward Jackson, Jr., Pastor

REQUEST FOR FELLOWSHIP HALL ONLY

NON-MEMBER

Contact Person			Phone Number		
Today's Date	Date of Event	Type of Event	Setup Time □ am □ pm	Start Time □ am □ pm	End Time □ am □ pm

Please check all that is needed

<input checked="" type="checkbox"/>	Fellowship Hall (Capacity: 170)	\$200
<input type="checkbox"/>	Setup	Tables / chairs set up for _____ people
<input type="checkbox"/>	Sound	Music, microphone, etc.
<input type="checkbox"/>	Culinary (Use of kitchen. DOES NOT include preparation of food)	\$150

The person(s)/organization requesting the use of Friendship Baptist Church facilities hereby absolves the church, its Pastor, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Please report any damage to the church office promptly at (716) 847-1020. The group or individual using the facility is responsible for set up, clean up, and return to normal setup of the facility. Friendship Baptist Church is not responsible for lost, stolen, or misplaced personal items left in the building.

With my signature I agree to comply with the restrictions set forth, and I agree to the following:

- I will not market, promote, post on social media, or distribute in any way, any information or materials regarding my event being held at Friendship Baptist Church UNTIL I have been notified of approval to do so.
 - A security deposit of \$100 is required to be paid at the time your request is received. This fee will reserve your date. This deposit will be refunded if all space, whether inside or out, is left in the same condition and arrangement that it was found.
 - In the event of damage to the facility/equipment, the security deposit will be applied to repairing the damage. If the damages exceed the security deposit, you will be responsible for the balance.
 - Cancellations will forfeit the security deposit, and deposit will not be refunded.
 - **I understand that the fee is for six (6) hours (i.e. 1 hour setup, 4 hour event, 1 hour cleanup). After six (6) hours I agree to pay an additional \$150 for the first thirty minutes, and \$50 each additional thirty minutes after.**
- I agree to pay the \$500 cash only fee at LEAST 2 weeks prior to my event. In the event the fee is not paid, the security deposit will not be refunded.

Lessee	Date	Signature
(Print)		

Trustee	Date	Signature
(Print)		

