



BUNKER HILL

CHRISTIAN CHURCH

Terms and Agreement for Use of BHCC Facilities

Thank you for considering the use of BHCC for your event. It has always been the hope of the BHCC community that this place can be used as a place to care for the meeting needs of the community. With this in mind, we want to continue to be able to offer these same services to the community for years to come. Please understand as well that all venue requests must also fall within the guidelines of the church's bylaws. The board of BHCC reserves the right for any reason to deny the usage of the facilities. In this letter we want you to understand how you can help us to continue to do this. If you have any questions please feel free to contact Austin Smith our director of Special Services through the venue page on our website.

Cost

The use of the Worship center for:

1. Weddings Flat fee of \$300.00 / Worship center and Fellowship hall \$400.00.
2. Funerals and memorial services no cost

The Use of The Fellowship Hall will require a 75.00 deposit for non-members for any event. The event must be coordinated or run by a church member for it to be a member event. This deposit is refundable as long as all cleaning and facilities are put back according to the check-out sheet.

All other areas of the facility that are requested for use outside of church activities, will have to be approved by the board at least 2 weeks in advance.

When using a requested area of the church for an event or service the area requested is the only part of the church that can be used. (Ex. You cannot use multiple areas when requesting the fellowship hall) other areas may be requested for use like classrooms for wedding preparation. Those requests for other areas must be requested prior to a week before the event.

Bathrooms may be used on the floor and area where the reservation is made. Both fellowship hall and worship center will use the restrooms on the first floor only between the two buildings. Please make sure that when you prepare to leave locate the checklist for check out of facilities. Those lists are located in each room and Austin Smith will address where they are.

Thank you again for helping us to be able to create and provide a place where the community can come together.

I have read and understood that all fees and deposits requested for the reserved area will be paid prior to the event. I also understand the requested actions for cleaning and restaging the area of the used space according to the checklist.

Coordinator or person of Request Printed Name: _____

Signature _____ Date _____