



New Hope Missionary Baptist Church

Rev. Dr. Ralph Steed Pastor

nhmbcps@bellsouth.net

nhmbcps.org

BUILDING CONTRACT

Purpose and Intent:

This purpose of this document is to state the policies that govern the use of the New Hope Missionary Baptist Church building and facilities.

To request to use the facility contact the church secretary at 770-943-2879. Approval for use is granted in accordance with establishing rules, limitations and responsibilities. To confirm a date for the building use, there will be a non-refundable \$150.00 deposit. That deposit will be used for the opening, closing of the church and cleanup.

Any damages to the church sanctuary or fellowship hall will be paid for by the requestor. The requestor will be notified of such damages within 7 days of the event.

Availability:

The availability of the church facilities is documented and updated on the church calendar. Scheduling priority is given to New Hope Missionary needs. Each rental will include an authorized Event Coordinator.

**I _____ HAVE READ AND UNDERSTAND THE
REGULATIONS FOR USE OF NEW HOPE MISSIONARY BAPTIST CHURCH ON
THIS DATE _____**

Coordinator Signature _____



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BUILDING CONTRACT/Non- Members

This agreement covers the use of New Hope Missionary Baptist Church Facilities for all functions outside of normal worship services and meetings.

Please initial by all facilities being requested:		INITIAL
Sanctuary	\$350.00	_____
Fellowship Hall	\$150.00	_____
Kitchen	\$100.00	_____
Sound Room	\$75.00	_____
Organist	\$125.00	_____

Sanctuary

A maximum of four hours will be allowed for an event. \$100.00 fee will be applied for every hour after the contracted four hours.

Fellowship Hall

The space has (17) 8” round tables and (8) 8ft. rectangle. A maximum of four hours will be allowed for an event. \$50 fee will be applied for every hour after the contracted four hours.

Kitchen

Must bring all food and utensils unless discussed with the kitchen coordinator. Cleaning is the responsibility of the requestor. The requestor is required to clean up ALL kitchen appliances, removal of garbage and sweeping of the fellowship hall and kitchen floors.

Sound Room

Must have New Hope Missionary Baptist Church sound tech in sound room at all times

Conference Rooms

Must clean and leave the area the way that you found it.