

SANCTUARY USE REQUEST FORM
Cedar Grove Baptist Church
2426 Saluda road
Phone (803)385-3752

Date of Event _____ / ____ / ____

Time of event _____

Name (user) _____

Please Print

Type of event _____

Address _____

Organization _____

Home phone _____

Cell phone _____

- I will be using the Church Sound system.
- I will be using my own musicians.
- I am requesting permission to make temporary changes to the sanctuary décor.

Sanctuary use Fees

1. Non-Member \$1200.00 for 3-hour period +\$100.00 (if use of the sound system is required) + \$200.00 refundable damage deposit.
2. Churches/Religious org. \$450.00 for 3-hour period +\$100.00 (if use of the sound system is required) + \$200.00 refundable damage deposit.
3. All events are scheduled for an initial 3-hours period; additional periods (1 hour blocks) are \$120.00 per period.
4. Fees for use of church musicians (see reverse side for more information).
5. The damage deposit is due at the time of signature; the event will not be scheduled until deposit is made.
6. Damage deposit is refunded after inspection of the facility following the completion of the scheduled event.
7. **Weddings for non-members \$1200.00 +\$100.00 (if use of the sound system is required) + \$200.00 refundable damage deposit.**
8. Audio recording of the event if available \$75.00 for CD master (un-edited).
9. Video if available, can be scheduled with our vendor of choice, price varies.

Church rules on reverse of this document please read carefully and in its entirety.

I have read and fully understand the terms, rules and policies for use of the Cedar Grove Baptist Church sanctuary and I accept responsibility for all actions and /or liabilities incurred during the time of use for the above requested event.

Signature

Date _____

Signature of Cedar Grove Baptist Church Representative

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Policies for use of sanctuary (non –member)

1. Events will be scheduled after usage form is completed, damage deposit is rendered and event is authorized by church officials.
2. No public announcements regarding any planned events to be held at the sanctuary can be made until item number 1 above is completed. Failure to comply may result in nullification of usage agreement.
3. Any and all damages (property and equipment) will be deducted from damage deposit, any cost exceeding the deposit fee that were sustained during the event are the responsibility of the usage request form signee.
4. No food or Beverages (including candies or gum) are allowed in the sanctuary.
5. Smoking is not allowed on church grounds.
6. Decorations, displays or any alterations to furnishings must be approved in advance of the event.
7. An assigned member will contact you to ensure proper scheduling of your event and provide assistance during the event.

Rules for use of the sanctuary

- Weddings rehearsals are limited to one (1) evening, (Friday) limit (2) hours duration. Rehearsal time is included in usage fee.
- Musical equipment is to be used only by Cedar Grove Musicians.
- There is no fee for using your own personal equipment; however, connections to the church sound system must be made prior to the scheduled event by sound room personal.
- Fees for rendering music by Cedar Grove Musicians must be negotiated with the Minister of Music.
- Connections to the church sound system are required for Audio recordings.