



Building Usage Guidelines & Information Guide

Edgefield Baptist Church

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Welcome to Historic Edgefield Baptist Church!

We thank you for your consideration of our church facility for your event. Please closely review the following information, and feel free to contact us with any questions that you may have.

Facilities

- The sanctuary and fellowship hall are available to be used for meetings and special events.
- Needed areas and amenities will be discussed with you by a church representative.
- The use of tobacco, alcoholic beverages and drugs is not permitted in any part of the church or grounds.
- Food and drink are not permitted in the sanctuary.
- The church assumes no responsibility for property (owned or rented) which is brought onto the premises.
- All areas of the church that are used are to be left in the condition that they were found. ie: all paper, boxes and trash disposed of, rooms left in order, all belongings removed.
- All furniture will be handled by church staff or authorized person only.
- Only driplless candles with wax inserts are permitted.
- Carpets and furniture must be protected from seepage or dampness from plants and flowers.
- No tacks, pins, or nails may be used in decorations if they are attached to church property.
- All decorations are to be removed immediately following event. The church staff does not remove this equipment.
- Vendors (ie: caterers, florists, etc.) are responsible for cleaning their own areas.

Fees

Building usage fees will be determined by the size, scope and time requirement of the event. A \$100 deposit is due and payable with your event application. Your desired date(s) will not be reserved until the deposit is received. The deposit will be refunded within two weeks after the event. In the event of damage, or failure to adhere to the church's usage policies, we reserve the right not to refund your deposit, or your deposit in full. All fees must be paid in full at least one week prior to the event date. Checks should be made payable to Edgefield Baptist Church.

Audio/Visual

If your event requires assistance with audio/visual needs, that service will be available to you at an additional cost. That need should be communicated to our church contact person and they will put you in contact with a representative of the church's technical team, who in turn will meet with you to go over what needs you have and determine an appropriate fee.

Edgefield Baptist Church

Event Application & Policy Agreement

Organization

Name_____

Address_____

City/St./Zip_____

Phone_____

E-mail_____

Contact Names_____

Contact Numbers_____

Contact E-mails_____

Event Information

Date_____ Hours_____

Please Reserve for us the following:

Sanctuary____ Sound Engineer____ Fellowship Hall ____

Event Description_____

Usage Fee (to be determined)_____

Agreement

I understand the policies concerning events held at Edgefield Baptist Church. I agree to follow these policies as stated herein, and will do my utmost to see that event attendees and contractors understand and follow the policies. Please sign and return:

Representative

Date