

AFTER THE EVENT CHECKLIST:

- Thermostat turned down
- All appliances in kitchen turned off
- Trash collected and garbage taken out
- People out, lights off, doors locked
- Tables, chairs, furniture put back in place
- _____
- _____
- _____

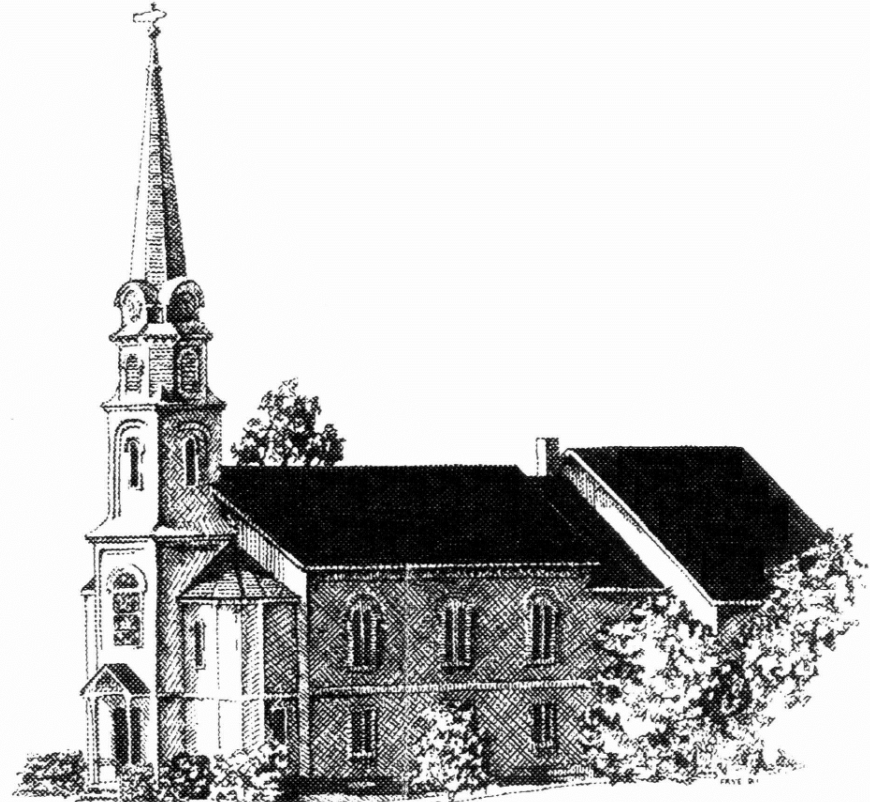
FOR OFFICIAL USE ONLY:

I Certify that the CSBC facility was checked on this date and found to be in its original or acceptable condition. I further certify that nothing was found to be broken or in need of being repaired. Or, if something was found to be damaged or in need of being repaired then I certify it could not reasonably be determined that any guest of the special event was the cause of the damage.

SIGNED:

DATE:

Polices & Application
for the use of the
Chestnut Street Baptist Church



29 Chestnut Street

P.O. Box 833

Camden, Maine 04843

Telephone: (207) 236-2195

www.chestnutstreetbaptist.org

e-mail: office@chestnutstreetbaptist.org

APPLICATION FOR CHURCH USE

APPLICANT NAME:			
APPLICANT ADDRESS:			
APPLICANT TELEPHONE:	() -	() -	
	HOME PHONE #	WORK OR CELL PHONE #	
ARE YOU A MEMBER OF CSBC OR A REGULAR ATTENDEE?			YES NO

PLEASE CHECK OFF ALL THAT YOU ARE APPLYING FOR:

* ALL INDIVIDUALS WHO DO NOT REGULARLY ATTEND SERVICES AT CSBC ARE SUBJECT TO A REFUNDABLE \$200.00 SECURITY DEPOSIT. FOR MORE INFORMATION, SEE THE SECURITY DEPOSIT SECTION UNDER EXPLANATION OF FEES.

<input type="checkbox"/> - SECURITY DEPOSIT (\$200)	<input type="checkbox"/> - KITCHEN (\$100)	<input type="checkbox"/> - PARLOR (\$50)
<input type="checkbox"/> - FELLOWSHIP HALL (\$100)	<input type="checkbox"/> - KITCHEN AND PARLOR COMBINATION RATE (\$120)	
<input type="checkbox"/> - CHURCH SANCTUARY (\$250)	<input type="checkbox"/> - SOUND SYSTEM OPERATOR (\$40)	

TOTAL FEE TO BE PAID TO CHESTNUT STREET BAPTIST CHURCH: \$

CUSTODIAL SERVICES: CSBC REQUIRES THAT A CUSTODIAN BE ON HAND FOR ALL SPECIAL EVENTS. Upon approval of this application by the Board of Deacons, a representative of the custodial service provider will contact you to determine your needs and will discuss with you the required fees for all custodial services. ALL CUSTODIAL FEES ARE TO BE PAID DIRECTLY TO THE CUSTODIAL SERVICE PROVIDER.

PLEASE DESCRIBE YOUR PLANS FOR THE USE OF THE CSBC FACILITIES:

IS THIS EVENT A WEDDING?			DATE AND STARTING AND ENDING TIMES OF WEDDING:		
			DATE AND STARTING AND ENDING TIMES OF REHEARSAL:		
	PLEASE PRINT			NAME OF BRIDE:	
				NAME OF GROOM:	
				NAME OF PASTOR/OFFICIANT:	
		HOME CHURCH/AFFILIATION:			
YES	NO	IF NO, THEN PLEASE DESCRIBE THE DATES AND TIMES AND SECTIONS OF THE CHURCH THAT WILL BE USED ON EACH DAY AND TIME IN THE NOTES SECTION BELOW:			
NOTES					

Your signature below indicates that you have read, understand, and will abide by the Policies for the Use of Chestnut Street Baptist Church. Please call to discuss reservation of event with the Church Secretary (236-2195); then, return this application and the appropriate fees to: CHESTNUT STREET BAPTIST CHURCH, ATTN: CHURCH USE, P.O. BOX 833, CAMDEN, MAINE 04843

SIGNED: _____ **DATE:** / /

		Date Application Received:	/ /	APPROVED BY:	
Amount Received With this Application:	\$	CHECK #		DEACON:	
Date Security Deposit was Returned:		CHECK #		TRUSTEE:	
Amount Security Deposit Returned:	\$	NOTES:			
IF NOT FULL DEPOSIT, WHY NOT?					

POLICIES FOR THE USE OF THE CHESTNUT STREET BAPTIST CHURCH

GENERAL INFORMATION:

We, as members of Chestnut Street Baptist Church (CSBC), view this historic facility, built in part in 1837, as a place of worship to God. We are pleased to offer it for your use, but ask that you respect the building and its dedication to the service of God.

"Whereas this building is set apart to the worship of the Christian God and whereas we believe that marriage is a covenant that a couple enters into before God we require that all wedding ceremonies performed within this building be officiated by a Christian clergy."

This respect should include behavior, language and choice of music. We ask that you keep the volume of any music to a moderate level, as the facility is surrounded by neighbors in the downtown area. Additionally, we ask that you refrain from smoking or drinking alcohol while on the premises. Please be aware, as well, that parking in this downtown location is very limited.

All applications must be approved by the CSBC Board of Deacons (and in consultation with the CSBC Board of Trustees). It is the policy of CSBC to require that someone representing the church be on hand at all times that the building is in use. We reserve the right to make exceptions to this policy if situations warrant. This person representing the church will have authority from the church to intervene in situations where inappropriate behavior, language, music or volume creates the necessity for intervention.

FOR MEMBERS OR REGULAR ATTENDEES OF CSBC: There is no fee for the use of the facility; however, there are charges to cover the actual costs associated with providing a sound system operator and custodial personnel. The rate for the sound system operator is \$40. The rate for custodial personnel is \$15 per hour with a minimum charge of \$30.00. Upon approval of the application by the Board of Deacons, a representative of the custodial service provider will contact you to determine your needs and the required fees for custodial services. **All custodial fees are to be paid directly to the custodial service provider.**

FOR INDIVIDUALS NOT ASSOCIATED WITH CSBC: The following fee schedule is followed:

SECURITY DEPOSIT FOR NON-MEMBERS	\$200.00
SANCTUARY USE FEE	\$250.00
SOUND SYSTEM OPERATOR'S FEE	\$40.00
FELLOWSHIP HALL USE FEE	\$100.00
KITCHEN USE FEE	\$100.00
PARLOR USE FEE	\$50.00
GYMNASIUM USE FEE	\$100.00
KITCHEN AND PARLOR USE FEE	\$120.00
Custodial Services	The rates for custodial personnel are \$15 per hour with a minimum charge of \$30.00. Upon approval of the application by the CSBC Board of Deacons (and in consultation with the CSBC Board of Trustees), a representative of the custodial service provider will contact you to determine your needs and the required fees for custodial services. <u>All custodial fees are to be paid directly to the custodial service provider.</u>

- Scheduling arrangements for special events must be made by contacting the CSBC Office Administrator at the church office: email office@chestnutstreetbaptist.org or call (207) 236-2195.
- All applications requiring the services of the custodial service provider must be scheduled and placed on the CSBC calendar a minimum of seven days in advance, or must be made a minimum of three days in advance with a phone call being made to a representative of the custodial service provider.
- All applications must be approved by the CSBC Board of Deacons (and in consultation with the CSBC Board of Trustees).
- The Security Deposit is refundable if the CSBC facility is not damaged and if there was no observed violation of the rules & regulations. All other fees are non-refundable with the exception of non-approved applications.

POLICIES FOR THE USE OF THE CHESTNUT STREET BAPTIST CHURCH

RULES AND REGULATIONS:

- The Application For Church Use must be completed and returned to the church office, either in person or by mail. All of the appropriate fee(s) to reserve the Sanctuary, Parlor, or Fellowship Hall and all other optional fees including the security deposit (if required) must accompany the Application for Church Use.
- The Board of Deacons (and in consultation with the CSBC Board of Trustees) must approve all applications prior to scheduling an event. Upon approval of an application, ALL fees except the security deposit are to be considered non-refundable.
- Changing the arrangement of some of the furniture in the church may be permitted with the approval of the Custodial Service Provider or the Chairperson of the Board of Trustees. **THE BLACK BABY GRAND PIANO CANNOT BE MOVED – THERE ARE NO EXCEPTIONS GRANTED TO THIS.**
- The facility is not available for use during normal worship service times. Additionally, the CSBC availability on Sunday afternoons is between 1 pm and 4 pm only. During these times, limitations may be placed on sections of the building that may be used. As such, certain parts of the building may not be available for your use.
- NO tacks, nails or staples may be used on any surface in the church. **Please do not use Scotch tape on painted surfaces.**
- NO alcoholic beverages are to be consumed on church property.
- There is to be NO smoking on church property (building, driveway, etc.) or in front of the facility.
- No rice or confetti may be tossed or scattered on church property. Birdseed may be tossed or scattered as a substitute but must only be used outside the CSBC facility.
- Participants are to be prompt in arriving at the reserved times and prompt in being cleaned up and ready to leave the CSBC facility at the reserved times as noted on the Application.

FOR CATERED EVENTS BY A CHURCH GROUP:

- Catered events are allowed for members or regular attendees only. The Board of Deacons (**and in consultation with the CSBC Board of Trustees**) must approve all others!
- The Office Administrator must be notified at least three weeks in advance to have the event scheduled and placed on the church calendar of events and also to have it published in the church bulletin to inform the church body of the event.
- The participants are to provide their own paper goods (i.e., napkins, plates, cups, etc.)
- The participants will also be responsible for their own centerpieces and tablecloths.
- The participants shall be responsible for returning the CSBC facility to its original condition prior to the event (i.e., all dishes must be cleaned and put away, the kitchen counters wiped down, all sinks cleaned, food taken with you, all lights turned off, all doors locked, etc.).

POLICIES FOR THE USE OF THE CHESTNUT STREET BAPTIST CHURCH

EXPLANATION OF FEES

SECURITY DEPOSIT: A security deposit is required by all non-members and those who do not regularly attend CSBC. The authorizing member of the CSBC Board of Trustees may waive this requirement if he so chooses. At the close of any special event, the custodial service provider or some other member of the CSBC staff will be required to perform an inspection of the CSBC facility. If nothing was damaged and the facility and in the facility were returned to the original condition prior to being used, and if there has been no observable violation of the rules & regulations then the full deposit will be returned. In the event something is damaged we will contact you with regard to the costs of repair and said repairs will be deducted from the deposit. In the event the rules & regulations were violated, the security deposit may be retained at the discretion of CSBC leadership.

SANCTUARY FEE: This fee covers the use of the Sanctuary for the period of time applied for with approval from the CSBC Board of Deacons. Services include insuring that the church is open for the events scheduled (i.e., wedding rehearsals, wedding ceremony and receptions). The custodial service provider will be required to make sure that the building is cleaned up and secured after the scheduled events.

FELLOWSHIP HALL FEE: This fee covers the use of the Fellowship Hall for the period of time applied for with approval from the CSBC Board of Deacons. Services include insuring that the Fellowship Hall is open and available for the events scheduled (i.e. receptions and other events). The custodial service provider will be required to make sure that the building has been cleaned up and secured after the scheduled events.

SOUND SYSTEM OPERATOR'S FEE: This fee provides a designated person who is the only one authorized to run the sound system. The available sound system provides for microphones (amplification) and has the ability to play accompaniment tapes or CD's for solos or background music; however, the church does not provide any tapes or CD's.

KITCHEN USE FEE: This fee covers the use of the kitchen for the period of time applied for with the approval from the CSBC Board of Deacons. This does not include provision of any paper supplies (such as paper plates, plastic utensils, etc.) but does allow for the use of the CSBC plates and silverware, provided that they are properly cleaned and put away following the event.

GYMNASIUM USE FEE: This fee covers the use of the gymnasium and the athletic equipment for the period of time applied for with the approval from the CSBC Board of Deacons.

PLEASE NOTE: The church is not responsible for providing an organist for events; however, the church may recommend an organist to the reserving parties. The reserving parties will be responsible for contacting and hiring an organist.

CONTACT INFORMATION:

Chestnut Street Baptist Church
ATTN: Office
29 Chestnut Street
P.O. Box 833
Camden, ME 04843
Telephone: (207) 236-2195
www.chestnutstreetbaptist.org
e-mail: office@chestnutstreetbaptist.org

CUSTODIAL SERVICE PROVIDER:

Patrick Overlock
54 Lincolntonville Road
Hope, ME 04847
TELEPHONE: (207) 763-3004
E-MAIL: csbcclean@gmail.com