

**HARDY CENTRAL BAPTIST CHURCH  
FACILITIES USE GUIDE/AGREEMENT  
(NON-WEDDING)**

Hardy Central Baptist Church  
4655 Darbytown Road  
Henrico, Va. 23231  
804 795-1329

Reservation for Usage of HCBC Facilities: Church Activities \_\_\_\_\_ Personal Activities \_\_\_\_\_

Requested Date \_\_\_\_\_

Requested Time \_\_\_\_\_

Type of Function or use (Church Activity, Birthday, Meeting, etc.)

Area of Building to be reserved:

Sanctuary \_\_\_\_\_ Multipurpose \_\_\_\_\_ Basement Social Hall \_\_\_\_\_

Will Kitchen be Used: Yes \_\_\_\_\_ No \_\_\_\_\_

Applicant's Name \_\_\_\_\_

Address \_\_\_\_\_

Cell Phone (\_\_\_\_) \_\_\_\_\_ Home Phone (\_\_\_\_) \_\_\_\_\_

Email \_\_\_\_\_

**General Information**

Only active members of Hardy Central will be allowed the usage of facilities for private events such as showers, birthday parties, personal events, meeting, etc. Person who is requesting the usage of facilities must be present at all times.

Application must be filled out and approved prior to use of facilities. A fee of \$50.00 will be paid prior to usage of facilities for personal events. No charge for church related events.

Applicant and their guests using the facilities are responsible for any damages and will be charged for repairs. Applicant agrees to report any damages. All care should be taken not to mar floors, walls, woodworks or furnishings.

The Facilities or Events Committees must approve all entertainment in advance.

Permission for groups or organizations composed of persons under the age of 21 will be granted only to individuals at least 21 years of age who accept responsibility for supervising the group using the facility. When events are held with participants under the age of 21, one chaperone 21 years or older is required for each 10 participants.

The consumption of alcohol is not allowed anywhere on the premises of HCBC. Smoking or vaping is not allowed in any of the HCBC facilities or within 50 feet of any of the buildings.

Committee Activities or Church Groups using other parts of the facilities need to be flexible to accommodate the needs of people renting the facility. Activities or events need to be brought to the attention of the Facilities Committee chairman as soon as possible.

HCBC does not assume any responsibility for the security of personal items brought to the church.

Rice, confetti and glitter are not to be thrown or used on church property.

The use of tape, nails, staples, adhesives, etc. is not permitted.

Facilities must be put back to the condition prior to the event. Tables, chairs and other items need to be put back in place. All trash removal and clean up are the responsibility of applicant. Reasonable amount of trash from personal events can be placed in dumpster. All church activities are approved of use of dumpster.

Items such as kitchen supplies used for personal activities should be brought by person or if using kitchen supplies, should be replaced in a timely manner.

Any food left over from activities must be removed from kitchen or refrigerator within a few days of event.

Applicant applying for usage of facilities need to be aware that security cameras are in use in the buildings.

Applicant must contact Facilities Committee at least two weeks prior to event to remind of someone opening and closing facilities and seeing to the heat or air conditioning needs.

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I have read and understand the above requirements and agree to the policies and statements therein.

Applicants Signature \_\_\_\_\_

Date \_\_\_\_\_

Approved:

\_\_\_\_\_  
Facilities Chairman or Committee

Date \_\_\_\_\_