

PERCHE BAPTIST CHURCH BUILDING USE POLICY

Special Event Building Use

Member & Nonmember\* Weddings and Other Usage

20301 Perche Church Road, Clark, MO 65243

**Building and Premises Regulations and Restrictions**

1. No alcoholic beverages on premises.
2. No smoking inside any building.
3. No nails, thumbtacks, or staples stuck in walls, pews, wood trim, or tables.
4. No throwing of rice, confetti, etc. on the premises. Birdseed may be used outside only.
5. All paper and food supplies are the responsibility of the attending party.
6. All vehicles are to remain on drive and parking area.
7. No animals in any enclosed building at any time.
8. Only drip less candles are to be used.
9. No sales may take place in the sanctuary, to include any display of sales items.
10. Perche Baptist Church does not recognize or tolerate same sex marriages or relationships and will not permit any such or similar activities on the premises.
11. No long-term parking of vehicles, trucks, campers, or RV's except for church or cemetery functions. Duration of parking is to coincide with length of church function. Additional arrangement must be worked out with Trustees.
12. No overnight stay without prior approval.

**Care and Maintenance of Church Facilities**

1. Close all windows and doors upon departure.
2. Turn off all lights upon departure.
3. Wash and store away all dishes and kitchen supplies upon departure.
4. Empty and **remove** all trash from premises.
5. Leave all tables and furnishings as found upon arrival.
6. Return all thermostats to original settings (program) upon departure, in all buildings.
7. Facilities and use of church equipment must have approval of the church trustees.
8. Floors, counters, and carpet to be cleaned after use and in same condition as before use.
9. Movement of the piano must be prearranged and under the direct supervision of the church Trustees.  
Call a Trustee to arrange a move (see phone numbers at bottom of page).

**Any damage to facilities will be charged at replacement cost to the person in charge of event and/or his representative.**

Type of Event \_\_\_\_\_ Person in charge of event \_\_\_\_\_

Responsible Party Phone # \_\_\_\_\_ Address \_\_\_\_\_

Date(s) of Event \_\_\_\_\_ Time \_\_\_\_\_ Need Audio Equipment? yes no

Expected Arrival Date & Time \_\_\_\_\_ Departure Date & Time \_\_\_\_\_

***I have read and understand these guidelines.***

Signature (or that of his representative) \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_

Name of Attending Clergy (if applicable) \_\_\_\_\_

**Building use charges for nonmembers:** \$300 is due minimum thirty days in advance of event (\$350 if using Audio Equipment). \$150 will be returned to the person in charge if buildings are left clean and there is no damage to property. **Make checks payable to: Perche Baptist Church.** Prearrange Audio Equipment use with technician prior to event (Jeff Carr 573-875-5778).

In case of emergency or further information:

Ben Guile, Trustee 573-687-3770

Aaron Duncan, Trustee 573-874-1280

Ron Forbis, Trustee 573-881-7340

Troy Robertson, Trustee 573-239-6387

Rev. Cole Calloway-Hodson 573-682-4699

Perche Church, its members, or representative are not responsible for any accidents, injuries, or loss while on Perche Baptist Church property.

Approved by \_\_\_\_\_ Date \_\_\_\_\_

\*Member is defined as individual themselves being a church member or bride, groom, father, mother, son, daughter, brother, or sister of member.