

**First Baptist Church Of Murphy**  
**800 N. Murphy Road**  
**Murphy, TX 75094**

[weddings@fbcmurphy.com](mailto:weddings@fbcmurphy.com)  
972/424-1818

## **Fellowship Hall Rental Contract**

The fee for using the fellowship hall is **\$ 100.00** for the first hour; **\$75.00** for additional hours plus an administrative fee of **\$100.00**.

There is a time limit of **3.0** hours including set up/cleaning time. **All events must end by 9 PM.** A refundable noncompliance/damage deposit of **\$200.00** is required. (For wedding receptions this rental may not be combined with time allowed for your wedding.)

- Occupancy is limited to **70 people.**
- Only catered or prepared meals are allowed. Cooking in kitchen is not permitted.
- Beverages containing **alcohol** are **strictly forbidden.** Your **\$200.00 non-compliance/damage deposit** is not refundable if alcohol is brought into the Church, on Church property or parking lot and you will be asked to remove it immediately.
- Please understand that only tables and chairs will be made available for your use. Damages will be deducted from your **noncompliance/damage deposit.** Tables are plastic and subject to damage if not protected from anything hot.
- The kitchen or its utensils, supplies (cups, napkins etc.), or equipment may not be used. Includes coffee maker, microwave, stove or oven. Refrigerator has limited space and may be used only if requested in advance. Best if you can bring your own coolers.
- You will furnish your own bottled water, table covers, plates, napkins, cups, serving and eating utensils. Leave the fellowship hall clean, tables wiped down, floor swept, taking your trash to the dumpster.
- Please inform your people: **Food and drink must remain inside the fellowship hall and may not be taken past the double doors, into the Sanctuary or class rooms.**

I acknowledge that I have received and read the First Baptist Church of Murphy's policy regarding the use of the fellowship hall and agree to abide within the terms and conditions set forth therein. I understand that failure to comply with these policies may result in forfeiting part or all of my non-compliance deposit.

***The renting party releases the church from all liability relating to the use of the facilities or any of the church property, its officers, employees, and members of the staff from any suits, claims, complaints, damages, judgments, penalties, theft, fines, losses, costs and expenses of any kind and nature, at any time during the use of the facilities and to include any and all items that may be left unintentionally.***

\_\_\_\_\_ (Name of Event) \_\_\_\_\_ (Date of Event)

\_\_\_\_\_ (Printed Name) \_\_\_\_\_ (Signature)

**\$100 plus \$\_\_\_\_\_ = \$\_\_\_\_\_ Rental Fee Total**

**Check#**\_\_\_\_\_ Payable to FBC of Murphy \_\_\_\_\_ Number of rented hours

**Check #**\_\_\_\_\_ Payable to FBC of Murphy for noncompliance/damage deposit of **\$200.00**

**Check #**\_\_\_\_\_ Coordinator's fee, payable to church staff on duty. **\$100.00.**

**FBCM Coordinator's Signature :** \_\_\_\_\_ **Date :** \_\_\_\_\_