

VILLAGE CHURCH | RESERVATION POLICIES & REQUEST FORM

Village Church Hampden 3645-3647 Roland Ave. Baltimore, MD 21211 (443) 595-6447	Please submit completed requests or questions to info@villagehampden.com OR mail a paper copy to P.O. BOX 4822, Baltimore, MD 21211.
NOTE: Your request is not approved until you receive an approved and signed copy of this form.	

Village Church Hampden strives to be a church for the community. While Village Church activities have first priority in the use of its facilities, we allow other churches, ministries, organizations, businesses, and individuals to use our space when available. We reserve the right to refuse rental to any individual or group at the church's sole discretion.

RESERVATION PROCESS

- Four weeks prior to the event date, pages 2 and 3 of this form must be completed and submitted. You can scan and email it to info@villagechurchhampden.com, you can arrange an appointed time to drop off the form at the church office, or you can mail a copy to PO Box 4822, Baltimore, MD 21211. The request will then be evaluated for appropriateness of use and availability of space. If approved, the reservation will be placed in the master church schedule, and you will receive an approved and signed copy of this form.
- Prior to the event date, all churches, ministries, organizations, and businesses must provide a certificate of insurance that lists "Hampden Baptist Church" as additionally insured. Individuals may be asked to provide proof of homeowners' insurance.
- Prior to the event date, the total rental cost must be paid. The total rental cost includes the rental fee as well as any possible personnel fees (see below). Please pay by cash or check (written to "Village Church").

ROOM OPTIONS

Rental fees¹ are contingent on the duration of the event (including setup/cleanup times).

Room	Capacity	Personnel
Sanctuary (3647 Roland)	200	Wedding Officiant ²
Basement (3647 Roland)	40	Funeral Officiant
Rooms A/B (3647 Roland)	30	A/V Technician ³
Room C (3647 Roland)	20	Janitor ⁴
Nursery (3647 Roland)	10	
Office (3645 Roland)	20	

¹ Rental fees may be discounted or waived for Village Church members if the event supports Village Church's mission. Please see a pastor to discuss details.

² Village Church only allows weddings for Village Church members who have completed premarital counseling sessions at Village Church.

³ An A/V technician is required if Village Church A/V equipment will be used.

⁴ A janitorial personnel fee is required for all events with food.

CLIENT INFORMATION

NAME	EMAIL
PHONE	ADDRESS

EVENT INFORMATION

EVENT NAME	DESCRIPTION OF EVENT
RECURRING? (select one) ONE TIME / DAILY / WEEKLY / BIWEEKLY / MONTHLY	
EVENT DATE(S)	ESTIMATED # of ATTENDEES
EVENT START TIME	FEE to ATTEND?
EVENT END TIME	WILL THERE BE FOOD AT THE EVENT? (select one) YES / NO
SET-UP TIME	WHO WILL SUPERVISE SET-UP?
CLEAN-UP END TIME	WHO WILL SUPERVISE CLEAN-UP?

ROOM INFORMATION select as many as needed, but please note that your room request may not be granted if it is unavailable

ROOM(S) REQUESTED?	SANCTUARY / BASEMENT / ROOM A / ROOM B / ROOM C / NURSERY / OFFICE (3645 Roland)
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AUDIO / VISUAL EQUIPMENT microphones, projector, cordless mics, keyboard, powerpoint, drums, DVD/CD player, etc.

LIST A/V REQUESTS:

OTHER NEEDS

# TABLES NEEDED?	# CHAIRS NEEDED?
ANY OTHER NEEDS? (FOOD, SUPPLIES, etc.)	
ANY OTHER COMMENTS OR QUESTIONS?	

ROOM RESERVATION CONDITIONS, TERMS and POLICIES

- All properties are to be accounted for and left in the condition they were received.
- Lights and heat or air-conditioning will be turned off at the end of the event. Trash will be bagged and placed in large green trash bin in basement. No food will be left in the refrigerator or in church buildings.
- Extra property is to be removed from the premises immediately after the event unless prior arrangements have been made with the Village Church staff.
- Hampden Baptist Church (d.b.a. Village Church) is not responsible for personal items lost or left in the room(s).
- No food may be prepared or warmed in the kitchen.
- No A/V equipment should be operated without special permission from the Village Church staff.
- No materials may be affixed to painted walls and/or wood surfaces, doors, windows or floors.
- Damage occurring in a room or loss of equipment during facility use will be charged to the group responsible for the reservation.
- Candles, incense, or other flammable items may not be burned in any of the Village Church facilities.
- Smoking and vaping is prohibited in church facilities and within 20 feet of entrances.
- The room set-ups, room decorations, and equipment needs must be submitted for approval at the time of the reservation request is submitted.
- Any advertising for the promotion of the program, such as newspaper releases, posters, tickets and handbills must indicate the sponsoring agent. Any advertising or promotion of the event must also be discussed with a member of the Village Church staff beforehand.
- To the extent permitted by the law, the requesting individual/group agrees to save and hold harmless Hampden Baptist Church (d.b.a. Village Church) from any damages which may occur to any person or property due to negligent or willful acts of employees, students, participants, spectators or agents of the requesting individual/group.

SIGNATURE TO ACKNOWLEDGE UNDERSTANDING OF ABOVE POLICIES

PRINTED NAME

DATE

FOR OFFICE USE ONLY

APPROVED / DISAPPROVED

SIGNATURE OF OFFICE MANAGER/PASTOR/ELDER:

DATE:

NOTES / REASON