

Union Baptist Church  
9254 Guinea Road  
Hayes, VA 23072

## UNION HALL RESERVATION FORM

### No smoking, alcoholic beverages, or dancing allowed ANYWHERE on church property!

- **RESERVATIONS ARE BY CHURCH MEMBERS ONLY** All damages to the building or the church grounds and to people at the event are the responsibility of the member reserving Union Hall. The person who signs for the Hall must be present for the event. You may want to check with your home owners insurance. *Fundraisers are limited to church-sponsored events only.*
- **Confirming a Date** The deposit, cleaning fee, and reservation form must be returned to confirm you reservation. No exception will be made to this policy. Union Hall is reserved on a first come basis; however, **unexpected** church functions will take precedence over reservations. Union Hall **is not** available on Monday or Wednesday evenings, holidays, or Sundays. Union Hall **is not** available in the month of December.
- **Deposit \$100; Cleaning Fee \$50** The deposit is refundable if facility is left in condition agreed to on checklist. You are expected to leave the facility (Hall, kitchen, and grounds) in the same condition you found it. Checks should be made payable to Union Baptist Church. Two checks, one for \$100 for the deposit and one for \$50 for the cleaning fee. The first check will be refunded after Union Hall has been inspected by a representative of the Building and Grounds Committee. If the reservations are made or payment is received within two weeks of the event, we will request cash.
- **General Use** No paper products belonging to the Church are to be used. This includes plates, napkins, cups, knives, forks, spoons, and table coverings. No kitchen equipment or supplies are to be removed from the Hall. Items on the walls are to remain, and nothing is to be attached to the walls in any way. TV or stereo equipment is not to be used. Fireplace is not to be used for private parties.
- **Weddings** No rice is allowed and birdseed is only allowed outside the building.
- **Damages** The church member making the reservation is responsible for any damages to the building or equipment or any loss of items and equipment. The deposit will be held until reimbursement or replacement (as determined by the Building and Grounds Committee) has been made.

If you have any questions, feel free to contact:

The Church office at 804-642-2332 between 8 a.m. and 4 p.m. Monday through Friday.  
The office is closed Saturday, Sunday, and holidays.

**After hours and to set up a time for a walk through before and after your event,  
contact Church office 804-642-2332**

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**Complete form below and return with the Deposit and Cleaning Fee to confirm reservation.**

Person Renting Union Hall: \_\_\_\_\_

Address (PO Box requires a physical address as well): \_\_\_\_\_

\_\_\_\_\_

Phone numbers: Home: \_\_\_\_\_ Cell: \_\_\_\_\_

Type of activity Union Hall will be used for: \_\_\_\_\_

Date of Use: \_\_\_\_\_

Time of Use: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Kitchen facility will be used: Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Please make sure you have read and understand all rules before signing.**

As the responsible party for the use of Union Hall, I will abide by the rules listed on the previous page and understand that I am fully responsible for all damages or personal injuries during the rental event.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

**Office Use Only:**

Deposit Fee received: \$ 100 \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Cleaning Fee received: \$ 50 \_\_\_\_\_ Check # \_\_\_\_\_ Date \_\_\_\_\_

Office to keep original of pages 2 and 3

Make a copy for renter of same

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**CHECKLIST**

**GENERAL USE:**

**BEFORE**

**AFTER**

Floors must be vacuumed  
All trash must be removed from the premises  
Bathrooms must be clean and trash removed

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**KITCHEN**

All food and personal supplies must be removed  
You must use your own paper/plastic products  
You must not use any of the Church's food items  
All stoves and ovens must be turned off  
Counters must be cleared off and wiped down  
You must check refrigerator for any of your own supplies  
Any items used must be washed and put away  
All sinks must be cleaned out  
Kitchen floor must be swept and mopped

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\_\_\_\_\_

**Before Use**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**KEY WILL BE ISSUED AFTER ABOVE IS SIGNED OFF**

**After Use**

Inspected by: \_\_\_\_\_ Date: \_\_\_\_\_

Responsible Party  
Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**DEPOSIT WILL BE REFUNDED AFTER ABOVE IS SIGNED OFF & KEY IS RETURNED**

Deposit returned: \$ \_\_\_\_\_ Date: \_\_\_\_\_  
(Amount returned)