

BUILDING RESERVATION CONTRACT

Baptist Collegiate Ministry - USF Campus

SECTION I: Building

1. There will be a Refundable Damage/Cleaning Deposit of \$100 to reserve the Baptist Collegiate Ministries for any use.
2. There will be a charge of \$50 per hour for the use of the Baptist Collegiate Ministry building for any purpose other than a USF Student Organization. If you require an Audio/Video technician for usage of Sound System/Computer/Projector, etc there is an additional fee of \$10 per hour.
3. Your group will be responsible for leaving the building in good physical shape at all times.
4. Your group will be responsible for repairing any damages caused by the group within two weeks after the event.
5. The Lounge, Atrium and Stage are not available for use. Please keep any personal items or people out of these areas.
6. Lights, curtains and lamps may not be moved.
7. No decorations or setup that could potentially harm the building are allowed. This includes duct tape, decorations hanging from the ceiling tiles, etc. Please use supplies such as easily removable 3M hooks, painters tape, etc that will not damage the building, paint and other surfaces.
8. Hours available for use are 9am-midnight, Monday-Saturday.

SECTION II: Personal

1. Neither the Baptist Collegiate Ministry, the Florida Baptist Convention, nor the Southern Baptist Convention shall be held responsible for injury to person(s) or damage to personal articles.
2. A Baptist Collegiate Ministries Intern will be sure the building is clean and rest rooms well supplied. You will be responsible for set up of chairs, tables, etc.
3. You will need to provide proper supervision of children for all functions held in the building or on the grounds of the Baptist Collegiate Ministry building.
4. It will be your responsibility to provide any paper products you may need if having refreshments.
5. There will be no smoking or use of alcoholic beverages for any reason on the premises of the Baptist Collegiate Ministry building.

I have read and understood all the provisions listed above. I understand that violation of any of these provisions may result in the loss of the use of the building and any deposit or payments made.

Signature of applicant _____ Date _____

FOR OFFICE USE ONLY

Signature of approval _____ Date _____

Dep Paid: Cash Debit Check # _____ Balance Paid: _____ Dep Refunded: _____