

FELLOWSHIP HALL RENTAL POLICIES

MATTHEW ROAD BAPTIST CHURCH

Matthew Road Baptist Church feels that our facilities should be available for activities that would be Christ-centered, bring glory to God and reflect our desire to be a good neighbor in our community. It is our desire to maintain the sanctity of the worship center. Therefore, rental of the Fellowship Hall does not include use of classrooms, or the sanctuary. The Fellowship Hall has the capacity for approximately 125 guests. Table seating capacity is approximately 60 guests. The normal time for rental of the Fellowship Hall is six (6) hours. All activities/events must end before 10:00 p.m. if they are on a Saturday night (this includes all required clean-up).

Note: Matthew Road Baptist Church reserves the right to cancel an event up to 30 days prior to the date if facilities are needed for a church wide activity.

Please sign and date below that you understand the facilities are "as is" (unless otherwise noted and approved by staff), and that all set up and break down is the responsibility of the party renting the facility. The party renting the facility is also responsible to check out a key and magnetic security card during church office business hours, and to return said key and magnetic security card to the Welcome Desk located in the Worship Center.

Signed: _____ **Date:** _____

FEE SCHEDULE

The basic fee for renting the Fellowship Hall is \$50.00 for church members and \$500.00 for non-members. Non-Profit organizations may use the space for free. HOA (Homeowner Associations) that charge their members fees may rent the space for \$100.00. For commercial companies and/or use, the space rental fee is \$500.00. All fees are payable to Matthew Road Baptist Church and are due in full at least two weeks before the event.

MAINTENANCE FEES

If the person does not wish to clean up after the event, they can have MRBC provide a cleaning crew for \$150.

DAMAGE DEPOSIT

A damage deposit is required prior to rental. If there is no damage to the facility or supplies by caterers, guests, etc., the damage deposit will be returned within 30 days after the event. The damage security deposit is \$250.

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CATERING/FOOD SERVICE

The church's kitchen is available for use. It has a sink, ice machine, food warming equipment (stove, microwave oven and small convection oven), and counter space for the clean up of dishes. Kitchen utensils, tableware, and paper products are not available for use.

The responsible party is required to contact the Chair of the Building and Grounds Committee (or his/her designated representative) to go over the guidelines for using the rented area. Caterers or persons acting in that capacity should leave the kitchen area as clean as they found it or a fee for cleaning will be taken out of the damage deposit.

AUDIO/VIDEO

A fee is required if audio or video equipment is needed and set up in the Fellowship Hall. The fee is determined by the Minister of Music, and varies, depending on staffing and equipment.

CHILDCARE

Due to state health regulations and insurance liabilities, no childcare will be provided at Matthew Road Baptist Church.

OTHER IMPORTANT INSTRUCTIONS

- 1) No alcohol may be served or consumed on church premises.
- 2) No smoking is allowed in any room in the church facility.
- 3) No red punch may be served. The dye used in red punch leaves stains that are nearly impossible to remove.
- 4) No dancing is allowed in any of room in the church facility.
- 5) No furnishings may be moved from other parts of the building into the Fellowship Hall..
- 6) No latex balloons are permitted in church facilities or grounds.
- 7) Nails, tacks, staples, pins, tape, etc. should not be used on walls.
- 8) If candles are used in decorations, we request that votive or no-drip candles be used. Additionally, protective plastic should be used beneath all candles. The group renting the facility is responsible for cleaning any wax from flooring or furniture that may have melted from decorations.
- 9) Church properties should be left in the condition in which they were found.

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FELLOWSHIP HALL RENTAL AGREEMENT FORM:

I/We have read the Fellowship Hall Rental Policies/Fee Schedule and agree to abide by the instructions/costs set therein. Also, I/We will complete payment for Fellowship Hall rental prior to the date of the event.

Date/Time Required _____

Please describe in detail the use of the rental. NOTE: All requests must be reviewed by the Building and Grounds Committee before approval is granted.

Name/Organization:

Print Name

Signature/Date

Address

Phone Number

Matthew Road Baptist Church Staff Representative:

Print Name

Signature/Date

FOR OFFICE USE ONLY

Total Fellowship Hall Fee		<u>\$50.00 (Members) or</u> <u>\$free for non-profit organizations</u> <u>\$100.00 for HOA organizations</u> <u>\$500.00 for commercial companies/use</u> <u>\$500.00 (Non-Members)</u>
Damage Deposit	+	<u>\$250.00</u>
Cleaning Fee	+	<u>\$150 (optional)</u>
TOTAL FEE		\$ _____