

Midtown Equipment Check-out Form

Name

Ph. #

Date items are needed From _____ to _____

Chairs Needed _____

Tables Needed _____

Cooler/s _____

Other (only after approval)

Signed

_____ Date _____

Approved by

_____ Date _____

MIDTOWN BAPTIST CHURCH

POLICIES REGARDING USE OF FACILITIES

General Policy

It will be the policy of Midtown Baptist Church to recognize our facility as the house of God, and it is to be treated with dignity and respect. It will be used principally by this body for the consecrated study of the Word of God and for Worship.

At no time will any event or program replace the objective of worship and study.

I. Keys to Buildings

A. Only members and/or staff who have an approved, stated need to gain access to any of the buildings at times when the buildings are normally locked will be issued keys.

B. There should be no borrowing or lending of keys by anyone.

C. All persons using the facilities should always make sure all doors are locked upon leaving.

II. Use of Building and Facilities

A. General Usage -Buildings and facilities are to be used only for activities directly related to Church activities as pre-approved by the Pastor and Church staff.

B. Weddings

Members of Midtown -- There is no reservation fee for the Sanctuary or Fellowship Hall. There will, however, be a *custodial fee* for use of the Sanctuary of \$50.00 and a fee of \$50.00 for use of the Fellowship Hall.

Non Members will be charged a fee of \$200.00 for use of the Sanctuary for wedding rehearsals and the actual wedding. An additional fee of \$100.00 will be charged for use of the fellowship hall.

Arrangements for all weddings including members and non-members alike must be approved by the Pastor and Staff.

MEMBERS/NON-MEMBERS

The person operating the sound/media equipment will be a designated employee of Midtown Church only. The use of sound/media equipment must be approved by the Worship Pastor of Midtown. The Music/Media person will be paid a total amount of \$100.00 by the user for the rehearsal and ceremony.

Any use of Church owned musical instruments must be approved by the Worship Pastor.

Request for the use of Midtown's sound/media equipment and music must be made at the time of reservation.

A refundable building deposit of \$200.00 is required in advance. Any cleanup costs will be charged against the refundable deposit. (i.e. – carpet stains, broken equipment, glass wear, etc.) This deposit is in addition to any and all other fees enumerated above.

Payment of the Pastor to perform the ceremony will be an agreement between that Pastor and the wedding parties, and is not to be confused with any other charges or fees. The Pastor reserves the right to deny performing any wedding ceremony for persons who he sees as not adhering to Christian principles of marriage.

Use of tables, chairs, serving pieces, glass ware, decorations or other church property must be requested at time of reservation. There is no charge for use of these items, but failure to care for these items properly will lead to forfeit of deposit.

Any alteration of the church's normal décor must be approved by the Staff of Midtown.

C. Funerals

Members of Midtown – Use of the Sanctuary and Fellowship Hall may be used for a member or that member's family, at no charge. The Bereavement

Team is expected to leave the facilities in proper order.

Non Members - will not be charged a fee for use of Sanctuary or Fellowship Hall.

A fully refundable deposit of \$200.00 will be required in advance to insure that the facilities are left in good order. Any cleanup costs will be charged against the refundable deposit.

Members of the Bereavement Team must be present in the event of meals, gatherings or funerals.

MEMBERS/NON-MEMBERS

Sound/media equipment will be a designated employee of Midtown Church only. The use of sound/media equipment must be approved by the Worship Pastor of Midtown. Music/Media person will be paid a total amount of \$100.00 by the user for the ceremony.

D. Other Uses

There will be no approvals granted for use of the buildings for any activities not directly related to the advancement of our Christian purpose. This includes private parties or gatherings, and usage for any profit making purpose.

Any and all worthwhile requests that we feel advance Christian principles will be considered by the Pastor and Staff on a case by case request. All persons requesting use of the facilities for any and all purposes will be asked to complete a FACILITIES USAGE REQUEST form. The person signing this request will be responsible for paying any fees and adhering to these policies as set forth.

Removal of any equipment – chairs, tables, etc. from the Church grounds must have prior approval by the Pastor and staff and the requestor will be asked to complete the FACILITIES USAGE REQUEST FORM.