


Mount Pleasant Baptist Church 6477 Lincolnia Road Alexandria, Va 22312 Ph (703) 256-1268 Fax (703) 256-8325	FACILITY USE APPLICATION/CONTRACT (FOR USE BY NON-MPBC Members and All Weddings)		
	Today's Date:	Activity Date:	
	Name of Requestor:	Phone Number of Requestor:	
	Name of Organization:		
	Address of Organization:		

Revised: 3 April 2019

1. Time Building to be Open: AM PM	Time Activity Ends: AM PM	FEE CALCULATION																																																													
2. Type of Activity:	Point of Contact:	1. The \$50 non-refundable application fee must be submitted along with the application before approval. All information must be furnished before the application can be processed. All Fees must be paid fifteen (15) working days prior to the scheduled event.																																																													
3. Is this a non-profit organization? Yes <input type="checkbox"/> No <input type="checkbox"/>		The application must be filed with the MPBC Trustees no less than Thirty (30) working days prior to the event. MAKE CHECKS PAYABLE TO: MOUNT PLEASANT BAPTIST CHURCH (MPBC) .																																																													
4. Will the Requestor have a collection? Yes <input type="checkbox"/> No <input type="checkbox"/> Admission: Adults \$_____ Children \$_____ Couples \$_____ Donations: \$_____ Other(Specify): _____ \$_____ No. of PEOPLE PROJECTED TO ATTEND: _____		2. RENTAL:																																																													
5. Requirements (Specify):		<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">Number</th> <th style="width:10%;">Hrs</th> <th style="width:10%;">Fee</th> <th style="width:10%;">=</th> </tr> </thead> <tbody> <tr><td>Main Sanctuary _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Chapel _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Kitchen * _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Holyoke House _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Nursery _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Fellowship Hall _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Library _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>No. of Classrooms _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Grounds _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other _____</td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4" style="text-align: right;">Subtotal:</td><td>_____</td></tr> </tbody> </table>			Number	Hrs	Fee	=	Main Sanctuary _____					Chapel _____					Kitchen * _____					Holyoke House _____					Nursery _____					Fellowship Hall _____					Library _____					No. of Classrooms _____					Grounds _____					Other _____					Subtotal:				_____
	Number	Hrs	Fee	=																																																											
Main Sanctuary _____																																																															
Chapel _____																																																															
Kitchen * _____																																																															
Holyoke House _____																																																															
Nursery _____																																																															
Fellowship Hall _____																																																															
Library _____																																																															
No. of Classrooms _____																																																															
Grounds _____																																																															
Other _____																																																															
Subtotal:				_____																																																											
6. The user agrees to hold harmless, defend and indemnify the Church, its officers, employees and agents from and against all claims, liability, loss, demands, causes of action, damages, costs and attorney fees, of any kind or nature, arising from or incident to the use of the Church facilities which is the subject of this contract/application, whether resulting from the acts or omissions of the User, its members, employees or agents, or any participant or person present at the activity or event which is the subject of this contract/application. * Note: The use of the kitchen to prepare cooked meals requires oversight from a person with a food handlers license.		3. PERSONNEL:																																																													
7. Addendums: Yes <input type="checkbox"/> No <input type="checkbox"/>		<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">Number</th> <th style="width:10%;">Hrs</th> <th style="width:10%;">Fee</th> <th style="width:10%;">=</th> </tr> </thead> <tbody> <tr><td>Collations Support _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Custodian _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>AV Technician _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Musician? _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Facility Supervisor _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Nursery Supervisor _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Sexton _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Wedding Coordinator (Flat Fee) _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Flower Ministry (Flat Fee) _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other _____</td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4" style="text-align: right;">Subtotal:</td><td>_____</td></tr> </tbody> </table>			Number	Hrs	Fee	=	Collations Support _____					Custodian _____					AV Technician _____					Musician? _____					Facility Supervisor _____					Nursery Supervisor _____					Sexton _____					Wedding Coordinator (Flat Fee) _____					Flower Ministry (Flat Fee) _____					Other _____					Subtotal:				_____
	Number	Hrs	Fee	=																																																											
Collations Support _____																																																															
Custodian _____																																																															
AV Technician _____																																																															
Musician? _____																																																															
Facility Supervisor _____																																																															
Nursery Supervisor _____																																																															
Sexton _____																																																															
Wedding Coordinator (Flat Fee) _____																																																															
Flower Ministry (Flat Fee) _____																																																															
Other _____																																																															
Subtotal:				_____																																																											
8. Comments:		4. EQUIPMENT:																																																													
9. The undersigned agrees to pay applicable fee set forth in this contract and certifies that he/she is familiar and will abide with the MPBC policies governing the use of the church facilities listed on this form. The undersigned shall be liable for all and any claims or damages resulting from the use of the church facility, including but not limited to damage to church property by the user and cost, fees and damages resulting from the user's failure to comply with any federal, state, county or local law, regulation or other requirement. The User agrees to be responsible for the careful use of Church facilities and equipment and hereby agrees to be liable for any and all damage to the Church facilities and equipment arising from or incident to the use of the facilities which is the subject of this contract/application. The undersigned shall ensure the prompt and proper adjustment of all such claims.		<table style="width:100%; border-collapse: collapse;"> <thead> <tr> <th style="width:30%;"></th> <th style="width:10%;">Number</th> <th style="width:10%;">Hrs</th> <th style="width:10%;">Fee</th> <th style="width:10%;">=</th> </tr> </thead> <tbody> <tr><td>VCR/Monitor _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Overhead Projector _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Chapel Motorized Screen _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Manual Screen _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Copier _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Sound System _____</td><td></td><td></td><td></td><td></td></tr> <tr><td>Other _____</td><td></td><td></td><td></td><td></td></tr> <tr><td colspan="4" style="text-align: right;">Subtotal:</td><td>_____</td></tr> </tbody> </table>			Number	Hrs	Fee	=	VCR/Monitor _____					Overhead Projector _____					Chapel Motorized Screen _____					Manual Screen _____					Copier _____					Sound System _____					Other _____					Subtotal:				_____															
	Number	Hrs	Fee	=																																																											
VCR/Monitor _____																																																															
Overhead Projector _____																																																															
Chapel Motorized Screen _____																																																															
Manual Screen _____																																																															
Copier _____																																																															
Sound System _____																																																															
Other _____																																																															
Subtotal:				_____																																																											
(Signature) _____ (Position) _____ (Date) _____		5. Application Fee? Yes <input type="checkbox"/> No <input type="checkbox"/> _____																																																													
NOTE: When and if the church is closed because of inclement weather, the facility use is cancelled. Users are responsible for notifying their members or constituency.		6. Liability Insurance Policy ? Yes <input type="checkbox"/> No <input type="checkbox"/> _____																																																													
		CHURCH OFFICIAL USE																																																													
		Pastor: Approval Recommended <input type="checkbox"/> Disapproval Recommended <input type="checkbox"/>																																																													
		Signature: _____ Date: _____																																																													
		Trustee: Approval <input type="checkbox"/> Disapproval <input type="checkbox"/>																																																													
		Signature: _____ Date: _____																																																													

Distribution: Original to Trustees: Copy to Church Office Pastor Deacons Organization Culinary Sexton Custodian Nursery AV

MPBC Rules and Procedures for Third Party Use of Facilities *(Non-MPBC Groups, All Wedding Parties and Flower Ministry Support)*

It is the purpose of the Board of Directors of Mount Pleasant Baptist Church (MPBC) to make the church facility available for Non-member Christian group usage during non-worship or instructional time. Applications by such Christian groups shall be in accordance with the constitution and by-laws of Mount Pleasant Baptist Church.

Definitions

- A. Church facilities are:**
1. Main Sanctuary and Pinkett-Sheppard buildings or rooms in these buildings.
 2. Church grounds including cemetery and parking lots.
 3. Holyoke Houses, Old Columbia Road lot and rooms and parking areas on these premises.
- B. Non-member Christian groups are organizations or groups of Christian believers who are not meeting as part of an official church sponsored service or function.**
- C. Non-worship or non-instructional time is the time when, worship services (to include funerals and weddings), Christian training/development, rehearsals are not scheduled.**

Procedures and Regulations

- A. Church facilities shall be available to non-member Christian groups upon application by the group's representative to MPBC.**
- B. Mount Pleasant Baptist Church shall not deny access to any group that professes beliefs in the Christian principles contained in the church constitution and by-laws, provided that the meeting is held for lawful purposes and the areas requested are available.**
- C. The application for the use of MPBC facilities shall be delivered through MPBC to the Trustee Ministry and a copy furnished to the Pastor, no later than (45) days prior to the date of the proposed facility use. The Trustee Ministry will respond no later than 30 days prior to the scheduled event.**
- D. Mount Pleasant Baptist Church shall review the application and notify the applying group of the decision regarding the application at least thirty (30) days before the date of the proposed use, giving the designation of the room, equipment, area, or place to be used and the approved hours of use.**
- E. The use of the facility shall be subjected to the charges contained in the application and the using group shall be responsible for leaving the facility in a timely and orderly manner and in clean condition. Failure to comply with this requirement may be the basis for the denial of the group's future use of the facility. The user may not use an area or equipment that is not indicated on the facility use contract.**
- F. The using group shall comply with church rules and regulations concerning personal deportment during the period of use of the facility.**
- G. The church may assign Trustees or MPBC staff for the purpose of supervision of such activities, however any church Trustee or staff assigned to supervisory duty at the meeting/event may attend but shall not participate in the group's meeting or activities in any way.**
- H. Mount Pleasant Baptist Church member attendance at any unofficial church group meeting/event shall be strictly voluntary and member initiated.**
- I. Neither the church employees nor any other church officer in their church membership capacity may sponsor any such meetings/events.**
- J. No such meeting/activity/event shall be approved by Mount Pleasant Baptist Church that substantially interferes with the orderly conduct of church worship and church educational activities.**
- K. Church facilities shall not be used under this policy to conduct commercial ventures.**

Caveat:

This policy applies only to the use of church facilities by non-member organizations/groups as well as all wedding parties. This policy does not revoke, alter, or amend any other church facility use policies which control the use of church property by either church member groups or ministries.

Revised: 3 April 2019

NNJ

FEE SCHEDULE

<u>CATEGORY</u>	<u>HOURLY (\$\$) RATE</u>
-----------------	---------------------------

Facilities:

Main Sanctuary	100
Chapel	75
Kitchen	150
Holyoke House	50
Nursery	75
Fellowship Hall	125
Library	20
Classrooms	25
Grounds	50

Equipment:

VCR/Monitor	25
Overhead Projector	20
Chapel Motorized Screen	25
Manual Screen	10
Copier	10
Sound System	50
Chairs (\$1 per Chair – includes setup)	50
Tables (\$1 per Table – includes setup)	50
Sexton	20
Other: _____	—

Personnel:

Collations Support	50 per hour
Custodian	35 per hour
AV Technician (MPBC)	30 per hour
AV Technician (Contract Vendor)	50 per hour
Musician	125 per event
Facility Supervisor (Trustee)	35 per event
Sexton	20 per hour
Nursery Supervisor	50 per event
Wedding Coordinator	250 per event
Flower Ministry	250 per event
Other _____	_____

Revised: 3 April 2019