

Mount Carmel Baptist Church

Gym / Fellowship Hall / Kitchen Usage Policy

The church has provided this facility and furnishings for your enjoyment. However, we do want to be good stewards and keep the property in good repair and order. Consequently, we feel that all persons will show appreciation by abiding by these regulations. Our major concerns are cleanliness and safety. **Furnishings and equipment are church property and are not to be taken outside the facility.** Decorations should be limited to tables and shelves. Please do not mar, deface, or make holes in walls. Please do not use tape on doors, walls, or windows. All groups should be conservative in use of lights and heat for economical and conservation reasons. Groups with children are requested to have children under adult supervision or present in the group meeting; no running around in halls, etc.

1. Specific Use

- The Gym / Fellowship Hall / Kitchen Facilities (both old and new facilities) are **not to be rented to non-members or for fundraising for organizations outside of Mount Carmel and its ministries.**
- The Gym / Fellowship Hall / Kitchen Facilities (both old and new facilities) are available for:
 - a. Church ministry-related activities. (*Note- This committee recognizes Red Cross Blood Drives and feeding Erwin athletic teams as ministries of MCBC.*)
 - b. Church Members and Regular Attendees, in good standing, for family events. It is the responsibility of the individual reserving the facilities to maintain and supervise throughout the entire time of the scheduled event. In the event of property damage or misuse, the individual will be the responsible for repairs/replacement.
 - c. The church Wedding Policy includes information regarding fees for wedding related building use. Copies of the Wedding Policy may be obtained from the church office.
 - d. Absolutely no alcoholic beverages will be permitted on the church property.
 - e. Absolutely no smoking or tobacco products will be permitted on the church property.
 - f. Keys for the facilities may be signed out for temporary usage. Failure to clean the building, return keys, or lock the building will result in forfeiting the ability to use the facilities in the future.
 - g. The Facility Use Committee may require proof of One Day Insurance for some events. One Day Insurance can be made available to individuals through the church's insurance provider.

2. Scheduling

- Schedule the use of these facilities with the Facility Use Committee by going to our website and filing out a facilities request. The committee will check the church calendar and respond letting you know if your event has been approved or not. Facility requests

should be made at least one month in advance. Once a request is made the committee will respond within a timely manner.

3. **Fees**

- Church members reserving the facilities for a non-ministry event will require a \$100 rental fee. These funds will go toward utilities such as electricity, water, etc. and building maintenance and up-keep.

4. **Using Group Is Responsible for:**

Setup (tables, chairs, equipment)

Please do not use unfamiliar kitchen equipment without prior instruction. The dishwasher may only be used when a trained church member is present. Gym thermostats are programmed. Please do not adjust them. Please do not use sound equipment without first being trained.

Cleaning

- Thoroughly clean kitchen area / stove / microwave / counter tops, etc.
- Sweep Fellowship Hall / Kitchen areas (Broom in kitchen closet)
- Sweep Gym with dust mop ONLY (dust mop located in custodian closet)
- Wipe off all tables and any spots on chairs with damp cloth.
- All tables and chairs must be stored correctly (see posted diagram in storage closet)
NOTE: Table legs MUST be folded properly to avoid damage to legs. Hinge side/double-layered pipe leg must be folded SECOND. Single-piped leg must be folded first. See diagram on storage closet door if unsure.)
- Chairs are stacked nine high.
- All trash must be in plastic bags and placed in the dumpster after each meeting. (Bags are located in the bottom cabinet/first door under the phone in the kitchen. Dumpster is located in the back lot of the Family Ministries building.)
- Replace trashcan liners.
- No leftover food or drink items should be left in refrigerator or freezer. Throw items out or take home. Do not leave them to accumulate.
- Ministry-specific items need to be marked with your group name and stored in your area of the pantry or refrigerator / freezer.
- All dishes/pots and pans/utensils are to be cleaned and returned to their proper place.
- All dish towels/potholders are to be placed in the basket labeled towels that is located in the kitchen closet.
- If anything is removed from its place, please put it back where it was found.
- Restrooms should be checked for cleanliness. There should be no paper on the floor and toilets should be flushed.
- Be sure all lights are off in the restrooms, gym closets, kitchen, foyer, and stairwells.
- Be sure to make all warmers are turned off completely (**Double check**)

**Mount Carmel Baptist Church
CLEAN-UP CHECKLIST**

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___ Sweep Fellowship Hall / Kitchen areas (Broom in kitchen closet)

___ Sweep Gym with dust mop ONLY (dust mop located in kitchen closet)

___ Wipe off all tables and any spots on chairs with damp cloth.

___ All tables and chairs must be stored correctly (see posted diagram in storage closet) NOTE: Table legs MUST be folded properly to avoid damage to legs. Hinge side/double-layered pipe leg must be folded SECOND. Single-piped leg must be folded first. See diagram on storage closet door if unsure.)

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___ All trash must be in plastic bags and placed in the dumpster after each meeting. (Bags are located in the bottom cabinet/first door under the phone in the kitchen. Dumpster is located in the back lot of the Family Ministries building.)

___ Replace trashcan liners.

___ **No leftover food or drink items should be left in refrigerator or freezer. Throw items out or take home. Do not leave them to accumulate.**

___ Ministry-specific items need to be marked with your group name and stored in your area of the pantry or refrigerator / freezer.

___ All dishes/pots and pans/utensils are to be cleaned and returned to their proper place.

___ All dish towels/potholders are to be placed in the basket labeled towels in the kitchen closet.

___ If anything is removed from its place, please put it back where it was found.

___ Restrooms should be checked for cleanliness. There should be no paper on the floor and toilets should be flushed.

___ Be sure all lights are off in the restrooms, gym closets, kitchen, foyer, and stairwells.

We have been blessed with a beautiful facility and many different groups use it very often. Please help us maintain it by leaving it in better condition than you found it for the next group that will use the building.

Facilities Use Committee Member Signature _____

Date _____ **Time** _____

Mount Carmel Baptist Church

REGULATIONS AND FEE SCHEDULE FOR WEDDINGS

1. Use of the Sanctuary / Fellowship Hall / Family Ministries Center for weddings must be scheduled on the church calendar in advance through the church office or Minister of Youth/Activities. A request form is included in the packet, which you received. This form must be completed and returned to the church office for approval. If the requested date is in conflict with a church function, the church function will take precedence.
2. The Wedding Director must be on the Mount Carmel Baptist Wedding Director List.
3. The pastor and wedding director will consider the desires of the bridal party and policies of the church and will supervise all weddings held at the church.
4. **The following fees will be charged for every wedding:**
 - Pastor: At the discretion of the bride and groom
 - Wedding Director: \$150
 - Custodial Fees: Wedding only, \$100; Wedding with reception, \$200; wedding with reception and rehearsal dinner, \$250; rehearsal dinner only, \$150
 - Sound: \$150 Rehearsal/Ceremony (additional fee will be charged for reception)
5. **All monies must be paid by the time of the rehearsal.**
6. The Sanctuary instruments are to be played by musicians approved by the Minister of Music. The fee for this service will be set by the musician(s) and should be paid directly to the musician(s). Music selections need to be appropriate for the church setting.
7. Members using the Fellowship Hall / Family Ministries Center for a Rehearsal Dinner will use an outside caterer. Clean up of the kitchen will be the responsibility of the selected caterer. *See GYM/FELLOWSHIP HALL/KITCHEN USAGE POLICY
8. Absolutely no smoking or tobacco products will be permitted on the church property. No DJ/dancing permitted. The bride and groom are asked to make their wedding party and guests aware of this regulation.
9. Absolutely no alcoholic beverages will be permitted on the church property.
10. All candelabras must have drip-less candles.
11. No rice or birdseed is permitted inside any facilities.

If there are any questions concerning any of the above regulations, you may contact the church Wedding Director.

Mount Carmel Baptist Church

WEDDING REQUEST FORM

(Submit to church office as early as possible)

Date of Wedding _____ Time _____ Date Request Made _____

Bride's Name _____

Address _____

Work Phone _____ Home Phone _____

Church Member? Bride: ____ Yes ____ No Groom: ____ Yes ____ No

Groom's Name _____

Address _____

Work Phone _____ Home Phone _____

Minister's Name if Guest Minister _____

Address _____

Work Phone _____ Home Phone _____

Rehearsal Date _____ Time _____

Rehearsal Dinner at MCBC? ____ Yes ____ No Time _____

If Yes, groom's parents or responsible party _____

Work Phone _____ Home Phone _____

Caterer _____ Address _____

Work Phone _____ Home Phone _____

Reception at MCBC? ____ Yes ____ No Time _____

Caterer _____ Address _____

Work Phone _____ Home Phone _____

Diagram of room arrangement on back: ____ Yes ____ No

We have reviewed a copy of the Regulations and Fee Schedule for Weddings for MCBC and we wish to reserve the church facilities in accordance with the policies.

Bride's Signature _____ Date _____

Groom's Signature _____ Date _____

FOR OFFICE USE ONLY

Approved and scheduled ____ Yes ____ No Date Approved _____ By _____

Not approved - Reason _____ Amount Paid _____ Date _____

Authorized Signature _____ All fees paid? _____

Suggested Routing: Pastor Wedding Director Ministry Assistant Custodian Submitter