

Masonboro Baptist Church Application for Facilities Use (Other than the Gym)

Please PRINT. Do not leave blank spaces. Please read the policies on reverse before signing.

Responsible Person: _____ Name of organization: _____

Contact #: _____ Email: _____

Today's date: _____ DATE & TIME requested (allow time for set-up and clean-up): _____

Is this an ongoing event? _____ If so, please attach a schedule of all dates and times needed.

Type of Event: MBC Other Church Nonprofit Community Private Business

Purpose of event: (community meeting, class, birthday party, reception, etc.)

No. of people: _____ No. of tables needed: _____ No. of chairs needed: _____

Space Requested: Activity Center Lobby Kitchen Classroom (no. _____) Playground

Youth Building Children's Building Preschool Building Sanctuary Library Other

Fees are required for non-church events. Fees may be waived for nonprofit /ministry related events and for personal events held by or for church members. Fees must be paid in full prior to the event.

Security Deposit: Sanctuary \$250; All others \$150 Deposit due with application and refundable if the space is clean and free of damages after the event and policies have been followed.

Building Use Fee: \$75 (1-50 people) \$150 (51-100 people) \$225 (101-150 people) \$300 (150+ people)

Dormitory Use: Additional \$5 person/night

*Additional fees and additional contract required for weddings: Sanctuary (non-members): \$250, Pastor (non-members): \$150 Wedding Director (Required): \$75 Musician's fees should be negotiated directly with the musicians.

I agree to follow all of the policies for facility use at MBC. I accept responsibility for any damages to the property during my event. I understand that failure to adhere to the policies or to pay the fees could result in the cancellation of my event or loss of my security deposit. I will hold harmless Masonboro Baptist Church and its agents for any personal injury or loss against myself or anyone who uses the property for this event.

Signature of Responsible Person: _____ Date: _____

Office Use Only:

Signature of MBC Facilities Representative: _____

Signature of MBC Staff Member: _____

Deposit Received: _____ Deposit Refunded: _____ Usage Fees Received: _____

Fees Waived: _____ Keys Received: _____ Keys Returned: _____

Cert of Ins Received: _____ Waivers Received: _____

No. _____

Facility Use Policies for Masonboro Baptist Church

1. An application is required for facility usage and must be approved by a representative of the facilities committee and a member of the church staff after consultation with the church calendar. The committee reserves the right to give preference of date, time, and location to MBC ministry events. Space may not be used without a reservation. A new application is required for each event, or annually for ongoing events.
2. The event representative (person who completed the application) is responsible for unlocking and locking all doors of the buildings used as well as for set-up and clean-up.
3. Keys must be checked out of the church office during regular business hours the week of the event and must be returned before the security deposit will be refunded. Be sure the keys work and that you know how to lock and unlock the doors prior to your event. Our office is usually open 9-5 M-Th and 9-12 on Fri, but it is wise to call ahead. (910) 395-0343
4. All facilities must be returned to their original condition at the conclusion of your event. This includes returning all furniture and materials to their original locations, taking any trash with you when you leave (you may dump trash in the dumpster located in the parking lot provided there is sufficient space to do so), and ensuring that the space you have used is clean. You are responsible for washing and putting away all dishes, towels, etc., sweeping, mopping, or vacuuming floors as needed, wiping tables and counters, flushing toilets, replacing trash bags, and cleaning up any spills. Leftover food should not be left at the church unless you have permission to do so. Please be sure you know where to find the tools you will need for cleanup in advance.
5. Furnishings and materials should not be moved from one building to another or off of church property without permission. Everything must be returned to its original place after the event.
6. Alcoholic beverages and smoking are prohibited on the church grounds.
7. All children under the age of 18 must be supervised at all times by a responsible adult. Children under the age of 12 must be supervised by two responsible adults.
8. Any incidents such as damages, emergencies or injuries, malfunctions of equipment, etc. should be reported to the church office as soon as possible. You will need to replace anything that is broken, lost, or consumed during your event.
9. Groups and individuals who are not part of a MBC ministry group should not use consumable materials such as markers, craft supplies, food or beverages, paper products, etc. during their event. MBC groups should monitor usage of these materials and notify the church office or appropriate church leader of any materials that will need to be replaced following their event. Please check before your event to see if there is an adequate supply for you.
10. A **certificate of insurance** from your insurance provider (for non-church events) must be submitted to the church office, along with the attached **release of liability for all users**, the **application**, and **all fees 1 week prior** to the event.

Applications and payments should be returned to:

Masonboro Baptist Church
Attn: Facilities
1501 Beasley Rd.
Wilmington, NC 28409

Email: office@masonborobaptist.org
Updated April 21, 2017

Phone: 910-395-0343

Waiver and Release of Liability

Name of Activity: _____

Responsible Person (named on application for use): _____

Date of Activity: _____

In consideration of the risk of injury while participating in this activity, I knowingly and voluntarily waive any and all rights, claims, or causes of action of any kind arising out of my participation in the activity named and do release Masonboro Baptist Church and its agents for any injury or loss that I may suffer as a result of my participation in this activity. I acknowledge that my participation is voluntary and that I am participating entirely at my own risk. I am aware of the associated risks which may arise from my own or others' negligence or the conditions of the facility and I assume all related risks, whether known or unknown.

Printed Name of Participant: _____

Participant's Signature: _____

Today's Date: _____

In the event that the participant is under the age of 18 years, this release must be signed by a parent or legal guardian.

I certify that I am the parent or legal guardian of _____ (minor's name), a participant in activities at Masonboro Baptist Church, and do give my consent for participation and release Masonboro Baptist Church and its agents from any injury or loss suffered by myself or my minor child during this event.

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____

Today's Date: _____

Please make as many copies as are needed for ALL participants to sign the release.