



# Myers Park Baptist Church

1900 Queens Road • Charlotte, NC 28207-2582  
 704-334-7232 • 704-372-5150 fax • www.myersparkbaptist.org

## REQUEST FOR USE OF FACILITIES

Contact Person \_\_\_\_\_ Date(s) of Event \_\_\_\_\_

Organization \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_ Fax \_\_\_\_\_

Email \_\_\_\_\_

Type of Organization \_\_\_\_\_

Purpose of Use \_\_\_\_\_ Number of People Expected \_\_\_\_\_

Please indicate: \_\_\_\_ Profit \_\_\_\_ Non-Profit  
 If non-profit, 501C3 # \_\_\_\_\_

**Please make allowance for set-up and break-down in your "start" and "end" time.**

| Building           | Floor       | Room              | Start Time | End Time |
|--------------------|-------------|-------------------|------------|----------|
| Education Building | Main Level  | Foyer             |            |          |
|                    |             | Heaton Hall       |            |          |
|                    |             | Parlor            |            |          |
|                    |             | Berry Hall        |            |          |
|                    | Upper Level | Classroom # _____ |            |          |
|                    |             | Youth Hall        |            |          |
|                    |             | Room 250          |            |          |
|                    | Lower Level | Shalom Hall       |            |          |
|                    |             | Classroom # _____ |            |          |

| Building   | Floor       | Room        | Start Time | End Time |
|--|-------------|-------------|------------|----------|
| Sanctuary  | Upper Level | Sanctuary   |            |          |
|  |             | Chapel      |            |          |
|  | Lower Level | Music Rooms |            |          |
| <p><b>Will admission or participation fees be charged?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will merchandise or services be offered for sale?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> <p><b>Will voluntary offerings, contributions, or any other form of monetary solicitation occur?</b> <input type="checkbox"/> Yes <input type="checkbox"/> No</p> |             |             |            |          |

**Equipment Requested** (sound system, A/V, tables, chairs, podium, easel, etc.) If yes, please explain in detail:

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In consideration of and upon approval of this request, the above named organization or person agrees to pay the fees and perform and comply with all the provisions, rules and regulations hereinafter stated as the agreement between it and Myers Park Baptist Church for the use of the Church's facilities and/or equipment.

***I have read and agree to the Guidelines and Policies that are attached.***

Date \_\_\_\_\_ Organization Name \_\_\_\_\_

Authorized Representative \_\_\_\_\_

*print*

*sign*

Date \_\_\_\_\_

MPBC Facilities and Events Coordinator

*sign*

# Myers Park Baptist Church FACILITY USE AGREEMENT

## SCHEDULING

- Use of the Church Education Building and all terms of rental are coordinated by the Scheduling and Events Coordinator. Final approval rests with the Ministry of Facilities Management and the Church Administrator.
- Bookings will not be made beyond six months without special authorization.
- Generally, no outside group may use the facilities on dates or at times when an “all Church” event is scheduled.

## RULES AND REGULATIONS

- We share our resources with the community through the rental and use of space by outside individuals/organizations. Any event that would show disrespect of the Church, be in conflict with our Church Covenant, Core Values or Strategic Priorities, or be considered as inappropriate use by the Ministry of Property and Grounds will not be allowed.
- Myers Park Baptist Church makes every effort to be a “green campus.” We ask that our environmental values of conserving energy and reducing unnecessary waste be respected in the use of our facilities. We strongly encourage the use of our recycling receptacles and discourage the use of plastic water bottles and Styrofoam.
- Use of alcoholic beverages and illegal drugs are prohibited. Tobacco may be used outside Heaton Hall in the designated area of the patio. No firearms may be brought onto Church property. No illicit activities are allowed on Church property.
- Each group using the Church facilities shall have a Contact person. This Contact person is a specific individual who is an officer or representative of an applying group who shall be responsible for arrangements, for the conduct of the group, for the payment of fees and for any damages to Church property.

## PROVISIONS

- Reservations will not be honored without full payment.
- Additional fees may apply for set up, clean up, or special needs.
- A 25% discount is available to MPBC members and non-profit organizations for approved events.
- This is an agreement to provide space for your event and in no way implies that Myers Park Baptist Church sponsors or endorses your planned program. You may include our name and address for location purposes only. We are not responsible for promoting or taking reservations for your event. We do not promote community events in our newsletter or worship bulletin.

## FEES FOR USE OF FACILITIES

Facilities rental fee schedules are available from the Scheduling and Events coordinator. **A 50% deposit is required upon approval and the balance is due prior to start of the event.**

## USE OF THE SANCTUARY

Use of the Sanctuary should involve events which take place in the context of a service of worship, authorized community events, or authorized music concerts. Authorization for use of the Sanctuary must be approved by any two of the following: the Senior Minister, the Executive Minister, and the Minister of Music.

## FOOD AND BEVERAGES

Alcoholic beverages are prohibited. Arrangements for all food served anywhere in the Church must be approved by the Scheduling and Events Coordinator. These arrangements shall be in compliance with the policies and procedures as established by the Food Service Servant Leadership Group (SLG).

## PROMOTIONAL MATERIALS AND DECORATIONS

- If you have promotional posters for the approved event, they must be given to the Scheduling and Events coordinator for posting. Two posters may be posted on designated boards, one each in our Education Building and The Cornwell Center. No signs may be taped to walls or doors. Blue painters' tape may be used for directional signs.
- Promotional materials for any event held on our campus with the name of the Church must be preapproved by the Scheduling and Events Coordinator. That would include any advertisements that would appear in local newspapers or any other publications.
- Decorations, both inside and outside the building, shall be limited to those placed on room tables, attached in the usual manner to bulletin boards, or shall be free-standing. No decoration shall be attached in any manner by tape, nail, staple or otherwise, to the walls, ceilings, doors and other permanent fixtures. All lighted candles must be in fire-proof containers (such as glass) or covered with a glass globe.
  - If you are using balloons for decorating inside the building, we require that you use Mylar balloons only, as no latex balloons are permitted. Latex can be used outside the buildings, but must be removed when the event is over.

## RESPONSIBILITIES OF THE INDIVIDUALS AND GROUPS USING FACILITIES

Each group shall:

- a. use only such space and equipment as listed and approved **in writing prior to your event.**
- b. prior to use, pay such fees and other charges as are set by the Ministry of Property and Grounds **and** the Church Administrator. Exceptions are for food service charges and custodial charges which may be billed separately after the event.
- c. reimburse the Church for repair or replacement costs and expenses for any and all damage whatsoever to its facilities, equipment, or other property arising out of the outside group's use thereof.

## LIABILITY

The user understands that the responsibility to obtain liability insurance is upon the user. Each group shall indemnify and hold harmless the Church and its members and employees of and from any and all claims, demands, actions, losses, and expenses of any kind whatsoever, and from all persons whomsoever, arising out of use of the Church's facilities, equipment, or other property by the group's members, invitees or participants.

The Church shall not be required or expected to provide security of any kind and makes no implicit or explicit warranty of the premises, equipment, machinery, fixtures or furniture. Signing this form and the Request for Use of Facilities Form certifies and acknowledges that the group using the facilities releases Myers Park Baptist Church from any liability as stated herein.

If any of the User's activities at Myers Park Baptist Church will place children or youth under the age of 18 in the care of persons other than their own parents/guardians, the user must either comply with the Child Protection Policy of Myers Park Baptist Church, and certify compliance by signature on our policy, or supply a copy of its own Child Protection Policy which is substantially similar in practice and effect to our Church's policy. By signature below, the User agrees to this provision, and to inform Myers Park Baptist Church as to the presence of children on its campus for this rental activity.

\_\_\_\_\_  
Signature of User

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of User