

# **CommonGrounds Rental Policies**

## **Matthew Road Baptist Church**

Matthew Road Baptist Church feels that our facilities should be available for activities that would be Christ-centered, bring glory to God and reflect our desire to be a good neighbor in our community. It is our desire to maintain the sanctity of the worship center. Therefore, rental of the Fellowship Hall does not include use of classrooms, or sanctuary. The Fellowship Hall has the capacity for approximately 100 guests. Table seating capacity is approximately 50 guests. The normal time for rental of the CommonGrounds is six (6) hours. All activities/events must end before 10.00 p.m. if they are on a Saturday night (this includes all required cleaning –up).

Note: Matthew Road Baptist Church reserves the right to cancel an event up to 30 days prior to the date if facilities are needed for a church wide activity.

### **Maintenance fees**

If the person does not wish to clean up after the event, they can have MRBC provide a cleaning crew for \$50.00

### **Damage Deposit**

A damage deposit is required prior to rental. If there is no damage to the facility or supplies by caterers, guests, etc., the damage deposit will be returned within 30 days after the event. The damage security deposit is \$250.00.

### **Catering/Food Service**

The church's kitchen is available for use. It has a sink, ice machine, food warming equipment (stove, microwave oven), and counter space for the cleaning up of dishes. Kitchen utensils, tableware, and paper products are not available for use. The responsible party is required to contact the Chair of the Building and the Building and Grounds Committee (or his/her designated representative) to go over the guidelines for using the rental area. Caterers or persons acting in that capacity should leave the kitchen area as clean as they found it or a fee for cleaning will be taken out of the damage deposit.

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### **Audio/Video**

A fee is required if audio or video equipment is needed and set up in COMMONGROUNDS. The fee is determined by the Minister of Music, and varies, depending on staffing and equipment.

### **Childcare**

Due to state health regulations and insurance liabilities, no childcare will be provided at Matthew Road Baptist Church.

### **Other Important Instructions**

- 1) No alcoholic beverages may be served at the wedding reception hosted by the church or allowed anywhere in the premises.
- 2) No smoking is allowed in any of the facilities.
- 3) No red punch may be used at receptions hosted by the church. The dyes used in red punch leave stains that are nearly impossible to remove.
- 4) No dancing is allowed at wedding receptions hosted at the church.
- 5) Please do not use latex balloons due to latex allergies.
- 6) No furnishing may be moved from other parts of the building into the COMMONGROUNDS.
- 7) Nails, tack, staples, pins, tape, etc. should not be used on walls.
- 8) If candles are used in decorating, we request that votive or no-drip candles be used. Additionally, protective plastic should be used beneath all candles. The group renting the facility is responsible for cleaning and waxes from flooring or furniture that may have melted from decorations.
- 9) Church properties should be left in the condition in which they were found.

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### **COMMONGROUNDS Rental Agreement Form:**

I/We have read the COMMONGROUNDS Rental Policies/Fee Schedule and agree to abide by the instruction/costs set therein. Also, I/We will complete payment for COMMONGROUNDS rental prior to the date of the event.

Date/Time request

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Please describe in detail the use of the rental. NOTE: All requests must be reviewed by the Building and Grounds Committee before approval is granted

Name/Organization

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Print Name

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Signature/Date

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Address

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Phone Number

Matthew Road Baptist Church Staff Representative:

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Print Name

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Signature/Date