

The New Mt. Vernon Missionary Baptist Church
21009 Ithaca Avenue · Ferndale, MI 48220 · 248.541.3870

FACILITIES RENTAL AGREEMENT

(Please Print)

The undersigned hereby makes an application to rent the original sanctuary, the new sanctuary and/or food preparation and service facilities located at The New Mt. Vernon Missionary Baptist Church, 21009 Ithaca Avenue, Ferndale, Michigan 48220.

PLEASE TELL US ABOUT YOURSELF

Name of Applicant / Organization _____

Address _____

City _____ State _____ Zip code _____

Home Phone _____ Fax Number _____

Email Address: _____ Other Phone _____

Name of Contact Person / Representative _____

Representative's Phone _____

Representative's Email Address _____

GENERAL USE GUIDELINES

We are glad to serve you by sharing our facilities. The following rules are intended to ensure that your event is safe and enjoyable for all involved. You are responsible for observing them as well as making your guests aware of them.

1. NO smoking, food (unless kitchen and fellowship hall are rented) alcoholic beverages, drugs and firearms are permitted in the building or on the church property.
2. Consumption of goods and nonalcoholic beverages is restricted to the fellowship hall. NO FOOD OR DRINKS ARE ALLOWED IN THE DRESSING AREA, SANCTUARY OR LAVATORIES.
3. No dancing is allowed (unless it is a part of a worship ministry or praise dance).
4. You are responsible for any damages to church property or personal injury caused by yourself or one of your guests. You hereby MUST agree to indemnify The New Mt. Vernon Missionary Baptist Church, it's pastor, officers, agents and employees and hold them harmless from any liability, lawsuit, cause of action or other legal proceeding (including attorney's fees and related costs) which may be brought or claimed against The New Mt. Vernon Missionary Baptist Church because of the rental of the Church Property.

5. Decorations, if applicable should be attached with ribbon, string or coated wire wherever possible. Nothing may be nailed, tacked, scotched taped, or stapled into the wall or furnishings. Thumbnails or small amounts of masking tape should be used on painted or wooded surfaces and peeled off carefully. You are responsible for arranging for the removal of decorations, and the pick-up of catering equipment and any items rented from an outside firm. It is expected that the room will be returned to the set-up in which it was found and ready for use by our regular services unless otherwise instructed.
6. No furnishings or equipment in the Sanctuary or Fellowship Hall are to be moved without prior permission from the pastoral or office staff.
7. Church-owned equipment, such as tables, chairs or musical instruments, cannot be taken from the church building.
8. If you rent the Banquet Center and Kitchen facilities, you are responsible for cleaning and returning the kitchen to the state that you found it. All tables and chairs in the fellowship hall must be cleaned. All trash must be placed in trash bags provided to you, and any kitchen equipment used, must be cleaned, dried and put away. It is expected that the Fellowship Hall will be returned to the set up in which it was found unless you secure the services of our in house caterer.

50% Deposit is due at contact signing. Payment in full is due 30 days prior to the event.

EVENT INFORMATION

Date of Event _____

Duration of Event _____ Start Time _____ End Time _____

Type of Event _____

Select Facility for Rental: Sanctuary Fellowship Hall / Kitchen Both Facilities

For Weddings Only: Rehearsal Date & Time _____

Fee Schedule

Rental Space	NMV Members in Good Standing	Members NOT in Good Standing & Non-Member Rentals
Church Sanctuary	\$150.00	\$500.00
Banquet Center	\$100.00	\$250.00
Life Cafe Banquet & Kitchen	\$250.00	\$500.00
Weddings	\$300.00	\$600.00
Funerals	No charge for immediate family Spouse, Parent, Child, Grandchild	\$300.00
Security	\$300.00	\$300.00
Custodian*	\$50.00	\$75.00
Sound Engineer*	\$40.00	\$60.00

*This fee is incurred for all building rentals.
Costs incurred for catering depends on menu selected.

Members not in good standing are poor attendees and/or givers.

THERE IS A FOUR-HOUR TIME LIMIT FOR ANY EVENT HELD HERE AT NEW MT. VERNON, UNLESS OTHERWISE ARRANGED.

SECURITY DEPOSIT & PAYMENT OF FEES

Whenever a rental fee applies, a deposit of 50% of the rental fee will also apply. All fees MUST be paid thirty (30) days prior to the event. Any damage or breakage to church equipment or property will be the responsibility of the person(s) who signed this contract. The amount of any damages incurred will be billed to the renter ad payable upon receipt of a bill from the church.

The persons renting the building for a wedding ceremony must follow directions in the booklet "Your Wedding at New Mt. Vernon," which will be present at inquiry bout facilities rental.

AGREEMENT OF TERMS / SIGNATURES

By signing this agreement, I agree that I have received and read the Facilities Rental Agreement that was presented to me, and that I will abide by the rules, regulations and policies of the new Mt. Vernon Missionary Baptist church governing the use of the Church premises as prescribed in this Facilities Rental Agreement.

Signature of Renter / Representative

Date

Signature of New Mt. Vernon Church Representative

Date

Witness

Date

Witness

Date

FOR OFFICE USE ONLY

Deposit of \$ _____ Received by _____ Date _____

OFFICE NOTES: _____

