

MIDDLE DISTRICT MISSIONARY BAPTIST ASSOCIATION, INC.

Facility Usage Agreement/Contract

Applicant/Representative's Name \_\_\_\_\_

Church/Organization's Name \_\_\_\_\_

Mailing Address \_\_\_\_\_ Zip \_\_\_\_\_ State \_\_\_\_\_
Day Phone # \_\_\_\_\_ Evening Phone # \_\_\_\_\_ Email Address \_\_\_\_\_
Dates Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_
Type of Event \_\_\_\_\_ Outdoor Event Only \_\_\_\_\_
Use of Sanctuary \_\_\_\_\_ Use of Fellowship Hall \_\_\_\_\_ Use of Kitchen \_\_\_\_\_

Rental Fee: \$800.00 for up to 6 hours. \$850.00 for kitchen use

Reservation Deposit Fee: \$100.00 non-refundable due at time of reservation and upon signing agreement/contract.

\*If the total rental fee of \$800.00 has been paid in full and the event is cancelled, \$700.00 will be returned.

Additional hours: The charge for each additional hour or fraction of an hour thereof is \$50.00. The rental fee must be paid in full five (5) days before the scheduled event. The additional charge for hours proceeding after the event's allotted time is due the day of the event. All payments including the reservation security deposit are to be made payable to the Middle District Missionary Baptist Association.

Non-Liability:

I do hereby agree to hold harmless the Middle District Missionary Baptist Association, It's officers, memberships, employees, and representatives from and against any and all claims, loss, liability, costs and expenses, including but not limited to any and all personal injury, property injury or death which may be claimed to have arisen as a result of, or in connection with the event's activities; including claims said to be or caused by the negligent acts, errors, or omissions of the Middle District Missionary Baptist Association. Whether or not the association alleges such claim, loss liability, damage cost or expenses, is cause or contributed to, or in part, by the Middle District Missionary Baptist Association. Furthermore, I hereby agree to pay or reimburse the Middle District Missionary Baptist Association for all costs to repair and or replace any and all damages that may be caused directly to the facility, or grounds which occurred during the time period of occupancy and or rental use of the facility for events/activities.

Event Insurance: If intending to use, the policy must be presented to MDMBA representative before the event.

Facility Rental: \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_
Deposit Fee \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_
Additional Fees \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_
Total Balance Due \$ \_\_\_\_\_ Date Paid \_\_\_\_\_ Check # \_\_\_\_\_ Money Order # \_\_\_\_\_

I, the above applicant, have read, understand, and do hereby agree to follow the rules and regulations stated within the facility usage policy. I do acknowledge and respect the facility of its standing position of a place of worship.

Signature \_\_\_\_\_ Date \_\_\_\_\_
Applicant

Signature \_\_\_\_\_ Date \_\_\_\_\_
Middle District Missionary Baptist Association Personnel/Attendant

I.

1821 NC Hwy 53 West Burgaw, NC 28425 Mailing: P. O. Box 121 Burgaw, NC 28425

Dr. Reginald A. Wells, Moderator

Reverend David L. Smith, 1st Vice Moderator

Reverend Frederick McLean, 2nd Vice Moderator



Facility Usage Policy

The Middle District Missionary Baptist Association Facility and its premises will be available for church events, community meetings, weddings, receptions, and funerals. All other events are at the discretion of the Moderator and the Executive Board.

All reservations for usage shall be made through the Middle District appointed personnel contact persons, using the appropriate application form.

Middle District Missionary Baptist Association events will take priority of any outside event.

Reservations will be made on a first come, first serve basis except for Middle District Missionary Baptist Association scheduled events.

Upon receiving completed application and fees paid, applications will be reviewed and submitted for approval/disapproval.

A security deposit must be paid to secure the date requested.

All fees must be paid by Certified Check or United States Postal Service Money Order, made payable to: Middle District Missionary Baptist Association aka MDMBA. Electronic payments will be accepted through Givelify, however please add \$24.00 (\$824.00) to cover transaction fees.

**No one shall be permitted to use the facility without first having made proper reservations, paying the required deposit and balance of payments in full according to the application.**

The full balance due will be required to be paid five (5) days prior to the event. **Exceptions will be made for funerals in which total balance is due no later than four (4) hours before the funeral.**

The Middle District Missionary Baptist Association reserves the right to refuse any event.

**Facility Address:**

Physical: 1821 NC Hwy 53 West Burgaw, NC 28425

Mailing: P. O. Box 121 Burgaw, NC 28425

MDMBA Contact Persons: Deacon LeRon Montgomery (910-616-1245) [leronmontgomery@yahoo.com](mailto:leronmontgomery@yahoo.com)

Reverend Cathy Matthews (910 231-0684) [coolcalmcatthy@gmail.com](mailto:coolcalmcatthy@gmail.com)

**Rental times are for six hours (6 hours). Additional setup time will be included in the six (6) hour event time. Fees will apply for time exceeding six (6) hours when the event is over. Fees will be paid to the MDMBA Attendant.**

**A rental fee of Eight Hundred Dollars (\$800.00) will be required for use of the facility for the requested/allotted time of Six Hours (6 hours). (850.00 to include use of the kitchen)**

**A One Hundred Dollars (\$100.00) Non-Refundable Security Deposit** is required to secure the requested time.

There will be an **additional fee of Fifty Dollars (\$50.00) per hour** for events exceeding the six (6) hour scheduled/allotted time.

**Cancellations:** The applicant must contact the MDMBA contact persons immediately. The reservation security deposit fee of One Hundred Dollars \$100.00 is non-refundable (exceptions are natural acts of God).



Facility Usage Policies

**This is a Smoke-Free and Drug Free Facility. Alcoholic beverages, firearms/weapons are prohibited.**

Facility Use Guidelines

1. **Sanctuary-Capacity-450**
  - a) No food or drink is allowed in the Sanctuary (exception: water when needed)
  - b) Do not move the piano or electric piano/keyboard
  - c) Do not move pulpit items without prior approval
  - d) Do not move chairs without prior approval
  - e) PA System will be operated by assigned MDMBA personnel only
2. **Fellowship Hall/Dining Area-Capacity-250**
  - a) Tables and chairs are provided
  - b) Table wares, and table covers will be the responsibility of the applicant/renter to supply (These items will not be provided)
  - c) Tables and chairs are not to be removed or replaced without permission. Tables and chairs are not to be placed against walls
  - d) Do not drag tables or chairs, please lift them when moving or rearranging them
  - e) Tables and chairs are to be left cleaned and returned to their original location after the event
  - f) Floor will be swept by the renter (spot mopped if necessary) after the event
  - g) Fellowship hall will be cleaned by renter and inspected by MDMBA attendant
3. **Kitchen**
  - a) Renter will be given one free hour before the start time of the event for food delivery and preparations. Building attendant will be on duty to allow entry.
  - b) Caterers and users must know how to operate all equipment
  - c) Pilots for stove and deep fryers are to be lit by trained persons
  - d) Gas stove and deep fryers must be cleaned and turned off after event use
  - e) Use deep fryers according to their labeled instructions
  - f) Clean off stove and other surfaces, including spills inside appliances
  - g) Kitchen floor is to be swept and spot mopped after every use (Do not use bleach)
  - h) Kitchen will be cleaned by Caterer/renter and inspected by MDMBA attendant
  - i) Remove all personal items, including items stored in refrigerator and freezer
  - j) All MDMBA items are to be left at the building
4. **Heating/Cooling**

Any adjustments to thermostats are to be made by MDMBA personnel/Attendant only
5. **Grounds/Parking/Outside Equipment**
  - a) No parking on the front lawn
  - b) Parking for guests is in designated areas only
  - c) Do not block entrances to parking areas
  - d) For outdoor events, all trash should be removed from the grounds and placed in the proper receptacle bins.
  - e) When using grills or any outdoor cooking equipment items, please set-up in an approved area at least 200ft from the building or as instructed by the building attendant on duty.
6. **Decorations/Displays**
  - a) No decorations of any kind shall be hung on walls, ceilings, or lighting fixtures
  - b) Any fixtures, furnishing, displays, or decorations provided by the user are expected to be removed from the building immediately following the event
  - c) Prior approval is needed to use the building for decoration purposes before the event. That time is deducted from the six-hour event time.

3.



Facility Usage Policy

7. **Responsibility of Applicant**

- a) Report all property damages, broken items, or any other problems to the MDMBA personnel/attendant immediately. The cost of damage repairs or replacement owed to MDMBA will be determined after proper assessment of damages is completed.
- b) The applicant shall agree to all guidelines, policy regulations, and any disclaimers of the MDMBA before taking use of the facility

8. **Liability Disclaimer**

The Middle District Missionary Baptist Association, its officers/personnel, representatives, and employees assume no liability for loss of life, sickness, personal injury, loss of personal property, damage of personal property, personal cost, or expenses incurred to the renter or their guests as a result of the event and/or as a result of participation or attendance of the event. Liability will rest upon the applicant/renter of the facility and its grounds.

Reopening Facility Usage During and After the Coronavirus Pandemic

The Middle District Missionary Baptist Association's Headquarters Building was officially closed on March 15, 2020 due to the Coronavirus Pandemic. The Association's Parent Body, and members have agreed to officially reopen the headquarters building on Saturday, June 11, 2022. We acknowledge that the world is still in the midst of the Coronavirus Pandemic, therefore, we will reenter with a soft opening. We will allow rental use of the facility for funerals, weddings, and community meetings only beginning Sunday, June 12, 2022. We will not allow use of the kitchen or fellowship hall for food service or dining at this time. Live streaming will be available soon. Funerals will be streamed directly to the funeral home's media platforms, not to the Association's platforms. A separate fee of \$75 will be paid in advance for this service.

Full usage of the facility will resume at our discretion according to our ability to operate safely while minimizing health risks.

Coronavirus Guidelines and Disclaimer

All participants of events held at the Middle District Missionary Baptist Association are recommended to follow the CDC COVID-19 safety protocols and safety protocols.

- Face coverings are recommended but not required
- Social distancing is recommended (Funerals processions and seating will be directed by the funeral home personnel)
- Proper hand sanitation is recommended
- Proper restroom sanitation is recommended
- MDMBA personnel attendants are **required** to follow all safety protocols while on duty

The Middle District Missionary Baptist Association is not encouraging or inviting anyone to enter the building who may have symptoms of Coronavirus. Persons who have knowingly tested positive for Coronavirus are asked to please not attend and may be denied access. We will not be held responsible for any sickness or death resulting from exposure to Coronavirus or any sickness or disease while attending an event at our facility.

