

Please make requests for the use of the rooms by **completing the attached *Facility Use Request* form and return it to the office at least 2 weeks prior to using the room.**

Building Use Policy

Welcome to the Main Street Baptist Church. This facility is a tool provided by God for use in spreading the Gospel of Jesus Christ to the Oneonta area. Therefore, as long as a request does not conflict with a scheduled service or other planned church activities, many of the rooms in the building will be available at the discretion and approval of the church staff. Outside groups may use the church, as long as the philosophy and aims of that organization do not conflict with the moral and social standards of MSBC. MSBC recognizes God's Blessing in the facility He has provided, and would like to extend that blessing to others. Costs are incurred each time the facility is used (electric, heat, cleaning, A.V. Coordinator, etc...).

Fee Schedule for Events:

- 1) Use of the church buildings or Bluefields (40 Walnut St)
 - a) Sanctuary - \$100.00
 - b) Dining room with kitchen use or food, Briggs Hall (gym) with food - \$100.00
 - c) Dining room as a meeting room only or Briggs Hall(gym) no food - \$50.00
 - d) Bluefields with kitchen use or food - \$75.00
 - e) Bluefields as a meeting room - \$50.00

- 2) Cleaning Service
 - a) Sanctuary, Dining room, Briggs Hall or Bluefields with kitchen or food - \$150.00
 - b) Dining Room as meeting room or Briggs Hall (no food) - \$50.00
 - c) Bluefields without kitchen use or food - \$50.00

- 3) Audio Visual / Sound technician - \$75.00

SEPARATE CHECKS FOR THE ABOVE SERVICES (Use of bldg. – MSBC; cleaning service – Mr. Maid; AV – the Individual) NEED TO BE GIVEN TO THE CHURCH ADMINISTRATIVE ASSISTANT NO LATER THAN 10 DAYS PRIOR TO THE EVENT.

There is no fee for MSBC sponsored ministries. Private parties (showers, weddings, birthdays, anniversaries, etc.) are not considered MSBC sponsored ministries.

Food and Drink

Please note that there are certain restrictions regarding the use of food and drinks in the facility. Food is allowed in most rooms. The exception is the sanctuary. It is expected that proper care be taken to avoid spills and that cleaning up will take place when your meeting is completed. All food brought into the building **must** be removed as there is no storage place for food at this time. **Please refrain from the use of Styrofoam products.**

Location

Meetings are to be confined to the assigned room or designated area. Children must be strictly supervised at all times. Running, throwing balls, or otherwise treating this facility as a playground is not allowed.

Cleaning

The cleaning service (*Mr. Maid*) will perform normal cleaning but it is expected that those using a room will clean spills and undue messes. **It is necessary for you to contact *Mr. Maid* at least 2 weeks prior to your event.** Contact information is available from the Church Assistant.

Sound, Video, and Lighting Equipment

A ***Sound or Video Technician*** must be employed in order to use any sound, video, or lighting equipment. Inquiries and arrangements for hiring technicians can be made with the A.V. Coordinator at least two weeks before the event. The coordinator will assign a MSBC technician to work with you.

Musical instruments and electronic equipment on and around the platform shall not be used, rearranged, or moved without permission from the MSBC A.V. Coordinator.

Additional Information

The use of alcoholic beverages is not allowed on or around the premises. Smoking is not allowed inside the building or in the entryways.

Damage or Loss

It is the responsibility of the user to cover the cost of repair or replacement for any damage incurred to the buildings or furnishings.

MSBC shall not be held responsible for any and all liability for damage or personal injury to persons or property arising out of your maintenance or use of our facilities.

Indemnification

The individual/organization listed on the Facility Use Request form will hold harmless and indemnify MSBC its agent or employee against any and all claims and actions arising out of the Description of Event listed on the Facility Use Request form. This includes, without limitation, expenses, judgments, fines, settlements and the amounts actually and reasonably incurred in connection with any liability, suit, action, loss or damage arising or resulting from the Event.

Insurance

MSBC reserves the right to require liability insurance for any event held at the church.

Agreement

By signing this form you agree to the aforementioned terms and conditions for using this facility. The staff of MSBC is pleased that our church is able to provide a meeting place that fits your needs.

Main Street Baptist Church
Facility Use Request

Revised 12/14/2021

Individual/Organization _____

Activity Date(s): _____

Begin Time: _____ End Time: _____

Group or Event: _____

Contact Person for Event: _____ Phone: _____

Address: _____

City: _____ State: _____ Zip: _____

Room(s) Requested: _____ No. of People Attending: _____

Does Individual/Organization listed above currently carry Liability Insurance _____

Room Set-Up (Please sketch table/chair and equipment placement.) Facility floor plans are available.

Special Requirements

Sound Requirements: Microphone (Lapel) (Stand) (Circle the use of each mic needed.) Number of Mics = _____	Mic #1	Mic#2	Mic#3
	speaking	speaking	speaking
	singing	singing	singing
	both	both	both

Instrument Plug _____ CD Player _____ DVD Player _____ Cassette Player _____ Screen _____
 Projector _____ Portable Sound System _____

Other Requirements: Flip Chart _____ Dry Erase Board _____ TV/VCR _____ Podium _____
 Overhead Projector _____ Other _____

 Signature

 Date

*Please return this form to the office via email: msbc@msbchurch.org or fax to (607) 432-0314
at least 2 weeks prior to the event.*

For Office Use Only

Room(s) Assigned:
 Stewards:

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Date _____