

FELLOWSHIP HALL RESERVATION POLICY FOR WEDDINGS HOSTED AT MATTHEW ROAD BAPTIST CHURCH

Matthew Road Baptist Church will allow Members in Good Standing to use the Fellowship Hall for receptions for their weddings. The Fellowship Hall has the capacity for approximately 125 guests. Table seating capacity is approximately 80 guests. The normal time for rental of the Fellowship Hall is six (6) hours. All activities/events must end before 10:00 p.m.(this includes all required clean-up).

Note: Matthew Road Baptist Church reserves the right to cancel an event up to 90 days prior to the date if facilities are needed for a church wide activity.

Please sign and date below that you understand the facilities are “as is” (unless otherwise noted and approved by staff), and that all set up and break down is the responsibility of the party renting the facility. The party renting the facility is also responsible to check out a key and magnetic security card during church office business hours, and to return said key and magnetic security card to the Welcome Desk located in the Worship Center.

Signed: _____ **Date:** _____

MAINTENANCE FEES

A cleaning fee of \$100 is required, and due in full no later than two weeks before the event.

CATERING/FOOD SERVICE

The church’s kitchen is available for use. It may only be used as a place to warm already cooked food. We do not have a commercial kitchen. It has a sink, ice machine, food warming equipment (oven, microwave oven and small convection oven), and counter space for the cleanup of dishes. Kitchen utensils, tableware, and paper products are not available for use. The kitchen should be left as clean as found, or a fee for cleaning will be taken out of the damage deposit.

CHILDCARE

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

OTHER IMPORTANT INSTRUCTIONS

- 1) No alcohol may be served or consumed on church premises.
- 2) No smoking is allowed in any room in the church facility.
- 3) No red punch may be served. The dye used in red punch leaves stains that are nearly

impossible to remove.

- 4) No dancing is allowed in any room in the church facility.
- 5) No furnishings may be moved from other parts of the building into the Fellowship Hall.
- 6) No latex balloons are permitted in church facilities or grounds.
- 7) Nails, tacks, staples, pins, tape, etc. are not permitted to be used on walls.
- 8) If candles are used in decorations, 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 any wax from flooring or furniture that may have melted from decorations.
- 9) Church properties should be left in the condition in which they were found.

FELLOWSHIP HALL RENTAL AGREEMENT FORM:

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

Date/Time Required _____

MRBC Church Member:

Print Name

Signature/Date

Address

Phone Number

Matthew Road Baptist Church Staff Representative:

Print Name

Signature/Date

Name and phone number of MRBC church member responsible for returning the facility to its state before the wedding party arrived: _____

FOR OFFICE USE ONLY

Cleaning Fee

+\$100