

Mount Carmel Baptist Church

2016 Mt. Carmel Church Road, Chapel Hill, NC 27517
919 933-8565

FACILITY USE POLICY

GENERAL INFORMATION

Priority usage

1. Christian education and activities of the church are to be given priority at all times. Sunday school classes and other educational activities of the church are not to be disrupted for community meetings and social events such as parties, receptions, showers, family reunions, and similar events. Decorations or event setup should not interfere with the Christian education of the church.

Limitations

1. Activities must be consistent with the Christian principles of honor, kindness, justice, and peacemaking.
2. Partisan political activity is not allowed on church property.
3. Activities supporting profit or gain or commercial endeavors are not allowed on church property.
4. There will be no demonstrations or distribution of materials without written approval from the church.
5. Alcoholic beverages, gambling, firearms, fireworks, lewd, and sacrilegious activities are not allowed on church property.
6. All buildings are smoke-free facilities.

PERSONNEL

Facilities Coordinator

A Facilities Coordinator is required for all weddings and non-member events. The duties of the Facilities Coordinator for a wedding are as follows:

1. Work closely with the applicant to accommodate facility needs including room set up (tables/chairs).
2. Review and approve (or disapprove) any alterations to building appearance, movement of furnishings, or other matters as needed.
3. Provide access to the building prior to the event and lock the building after the event. Access to the building at other times (such as to decorate) must be scheduled with the Facilities Coordinator and be at the Coordinator's discretion.
4. Turn the lights on and off.
5. Adjust heating and cooling systems as necessary.
6. Work with janitorial services to clean the space after the event.
7. Return the set up of the room (tables and chairs) to how it was prior to the event.
8. Inspect facilities after event is completed for any problems or damage that may be charged against the security deposit.

The duties of the Facilities Coordinator for a non-wedding event are as follows:

1. Setting up a reserved space prior to the event (tables/chairs).
2. Provide access to the building prior to the event and lock the building after the event.
3. Turn the lights on and off.
4. Adjust heating and cooling systems as necessary.
5. Return the set up of the room (tables and chairs) to how it was prior to the event.

Media Technician

1. A MCBC Media Technician is optional but only a trained media technician from MCBC may operate and move the church's media equipment. Alternatively, applicant(s) may request that a Media Technician train them to operate MCBC's portable sound system prior to the event. The

person utilizing the system for an event will need to have a tutorial on how to use it at least one week before the event. Utilizing MCBC's portable sound system is subject to the same fee as having the Media Technician present during the event.

Kitchen Coordinator

1. A Kitchen Coordinator is required for all non-member events requesting use of the kitchen. The Kitchen Coordinator prepares the space for use prior to an event and advises the applicant(s) on use of the kitchen. The Kitchen Coordinator assists in cleaning the kitchen after weddings while the applicant(s) are responsible for clean up after non-wedding events.

SPACE USE GUIDELINES / DECORATIONS

1. A date and time to set up decorations prior to an event must be agreed upon with the Facilities Coordinator.
2. Exterior doors may not be left open.
3. The use of tables and chairs in the Fellowship Hall is permitted.
4. The use of church supplies, such as tablecloths and dishes, must be approved by the Kitchen Coordinator.
5. Under no condition will decorations be attached to any part of the building or furniture with nails, screws, staples, tape or other fasteners that will leave permanent damage.
6. No furniture shall be moved, rearranged, or building alterations made without specific permission from the Facilities Coordinator.
7. The stage in the Fellowship Hall is off limits unless an agreement has been made between the applicant(s) and church staff.
8. Only dripless candles may be used, and these must be placed in candleholders to prevent dripping on the carpet, floor or window sills. A paper or plastic covering must be placed on the floor under the candleholders to protect the carpet/floor.
9. For weddings, if the couple choose to depart the ceremony or reception with the throwing of rice, bird seed, bubbles, sprinkles, or any other material, it must be done so outdoors.
10. The applicants shall be financially responsible for the cleaning of wax or other spills on the carpet, floor, and furniture.
11. The applicant(s) are responsible for cleaning the space after a non-wedding event. Littering is not permitted anywhere on campus.
12. All decorations shall be removed immediately following the ceremony unless previous arrangements have been made with Facilities Coordinator.
13. Any equipment malfunction and/or any damage to facilities due to event activities must be reported to the Facilities Coordinator.
14. No one is permitted to drive on the church's lawns or fields. All vehicles must remain in the church's parking lots.
15. Applicant(s) are only permitted to use the spaces they have reserved. Restrooms are included in all reservations of indoor spaces.

MEDIA AND MUSIC

1. MCBC will only provide the use of media equipment the church currently owns, which includes sound and audio for playing music and using microphones, as well as use of a projector (the Fellowship Hall is the only space with a projector; only a MCBC Media Technician may operate the projector). This does not include video services or live-streaming equipment, both of which are not available for use for any event.
2. Music during events at MCBC should be appropriate and consistent with MCBC core values.
3. Church instrumentalists and vocalists may be available. Arrangements should be made with the instrumentalists and/or vocalists directly.
4. If using a church-supplied instrumentalist or vocalist, a fee for each instrumentalist and vocalist is negotiated with the individuals and payable directly to each individual at least one week prior to the event.
5. Use of musical instruments supplied by the church requires pre-approval by a church staff member at least one week prior to the event. Instrumentalists who wish to use the church's musical instruments must do the following:

- a. Attend an orientation session with a staff member along with a current instrumentalist to demonstrate knowledge and ability of the instrument. If the staff member will be present and supervising during the event, the instrumentalist(s) will be exempt from orientation.
 - b. Once vetted, if the instrumentalist(s) wish to practice with the church's instruments they may do so only during the church's office hours when a member of the church staff is in the building. They must also sign in and out with the church office. No keys will be issued for this purpose.
6. Use of musical instruments and/or media equipment by instrumentalists and/or vocalists not supplied by the church requires pre-approval. Consultation with church staff or the Media Technician at least one week before the event is required.
 7. MCBC does not guarantee that outside equipment brought in for an event will work with the MCBC system.

RECORDING AND FILM SESSIONS

1. Recording Sessions
 - a. To be reserved on the church calendar, the Facility Use Agreement and Facility Use Form must be completed and received by the church at least one week prior to the event.
 - b. Performance and performers shall be approved by church staff.
 - c. "Mount Carmel Baptist Church" shall be named as the recording location on any media which is distributed by the performer.
 - d. Media distributed by the performer which has been recorded at MCBC shall be distributed at no cost, or on a cost-recovery basis. Any other arrangement must be agreed to by both parties and included in this contract.
2. Filming Sessions
 - a. To be reserved on the church calendar, the Facility Use Agreement and Facility Use Form must be completed and received by the church at least one week prior to the event.
 - b. Filming shall be approved by administrative deacons.
 - c. "Mount Carmel Baptist Church" shall be named as the filming location on any media which is distributed.
 - d. Media distributed which has been recorded at MCBC shall be distributed at no cost, or on a cost-recovery basis. Any other arrangement must be agreed to by both parties and included in this contract.

WEDDINGS

1. The Pastor of Mount Carmel Baptist Church will determine the eligibility of the applicants to hold a wedding and/or reception in MCBC facilities.
2. If the Pastor of MCBC will personally officiate the ceremony, the couple will meet the pastor in person. The pastor may recommend conversations, reading, or a course of study for those planning to be married.
3. If a person other than the pastor of MCBC is chosen to officiate the ceremony, they must be ordained.
4. Wedding dates cannot be reserved more than twelve months before the date of the wedding.

OUTDOOR SPACE

1. Non-member applicant(s) wishing to utilize MCBC's grounds but needing access to the facilities for restrooms are required to have a Facilities Coordinator.
2. Applicant(s) may not bring vendor supplied equipment to MCBC grounds, including tents and port-a-potties.
3. The church's portable sound system is the only piece of media equipment that may be used outdoors.
4. The church will consider renting parking spaces to personal vehicles on a case by case basis. Construction vehicles and equipment will not be permitted to rent parking spaces.

BORROWING MCBC FURNITURE

1. Church members wishing to borrow supplies for off campus events, such as tables and chairs, must make requests to church staff. The church does not permit the borrowing of chairs or round tables from the Fellowship Hall. Non-members are not permitted to borrow furniture for off campus events. Borrowed furniture must be returned within one week.

LIABILITY RELEASE

The following Hold Harmless Agreement shall be agreed to by signature on the completed **Facility Use Agreement**, below, prior to use of facilities.

In connection with the granted use of the facilities and premises at Mount Carmel Baptist Church, I/we, hereinafter referred to as the Applicants, do agree to defend, indemnify and hold harmless Mount Carmel Baptist Church, hereinafter referred to as the Church, its members and employees, individually and collectively, from and against all costs, losses, claims, demands, suits, actions, payments and judgments, including legal and attorney fees arising from personal or bodily injuries, including death, or property damage or otherwise, however caused, sustained by any person(s), including the Church, brought or recovered as a result of any of the undersigned's use/occupancy of church facilities, furniture or equipment or other use as requested by the Applicants, or from any occurrence in or on the demised premises, and will further indemnify and hold the Church harmless against and from any and all claims arising from any breach or default on the part of the Applicants in the performance of any covenant or agreement on the part of the Applicants, or any of their agents, contractors, servants, employees, licensees, customers, or invitees. In case any action or proceeding is brought against the Church by reason of such claim, the Applicants, upon notice from the Church, covenant to resist or defend, at Applicants' expense such action or proceeding by counsel satisfactory to the Church.

The Applicants further agree to retain responsibility for any loss, theft or damage to Applicants' equipment, instruments, supplies or materials, or the equipment, instruments, supplies or materials of others brought onto or stored on Church's premises in connection with Applicants' use of Church's facilities and premises.

The Applicants further agree to surrender the premises and facilities to the Church at termination of the use period hereinbefore specified in the same condition as at the commencement of the period. The Applicants shall not remove any church property. All equipment, instruments, supplies and materials of any kind, supplied and used by the Applicants, shall be removed from the premises at termination of the use period.

The Applicants shall be responsible for any damage to Church property arising from Applicants' use. If damage has occurred to church property, funds from the security deposit will be used as reimbursement (if applicable) or, if no security deposit was required for the event, the Applicants shall promptly reimburse the Church for repair or replacement as invoiced.

This policy may be amended without notice by the church.

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FACILITY USE AGREEMENT

This form must be **completed and returned to the Church Office** along with the Facility Use Form and security deposit (if applicable).

APPLICANT INFORMATION

Event Date _____

Expected Attendance _____

Start Time _____

End Time _____

Contact 1 Full Name _____

Address _____

Phone _____ Email _____

Contact 2 Full Name _____

Address _____

Phone _____ Email _____

IF WEDDING:

Officiant's Name _____

Phone/Email _____

Wedding Planner's Name _____

Phone/Email _____

We (the Applicants) have read the policies regarding the fees and terms of use of the facilities of Mount Carmel Baptist Church and do hereby agree to abide by them and ensure that our guests abide by them.

Signature _____ **Date** _____

Signature _____ **Date** _____

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FACILITY USE FORM

This form must be **completed and returned to the Church Office** with the Facility Use Agreement and security deposit (if applicable).

TYPE OF EVENT

Wedding Non-Wedding Event Recording/Filming Session Borrowing Furniture

MEMBER STATUS

Member Non-member

PERSONNEL REQUESTED

Facilities Coordinator Media Technician Kitchen Coordinator Recording Engineer
Church supplied vocalists/instrumentalists

SPACE REQUESTED

Sanctuary Fellowship Hall Fireplace Room Kitchen Other Rooms Outdoor

IS THIS EVENT RECURRING?

Yes No (one-time only)

FEES

WEDDINGS FOR MEMBERS

SPACE FEES:

Fellowship Hall: \$325
Sanctuary: \$225

*NO FEES FOR ADDITIONAL ROOMS OR HOURS
*ALL WEDDINGS INCLUDE USE OF KITCHEN AND FIREPLACE ROOM

PERSONNEL FEES:

Facilities Coordinator / Media Technician /
Kitchen Coordinator \$500

each
*THE FACILITIES COORDINATOR IS REQUIRED

WEDDINGS FOR NON-MEMBERS

Refundable Security Deposit: \$500

*DUE UPFRONT TO CONFIRM RESERVATION

SPACE FEES:

Fellowship Hall: \$650
Sanctuary: \$500
Additional Rooms and Outdoor Spaces: \$25

*ALL SPACES ARE UP TO 5 HOURS; ADDITIONAL HOURS ARE \$25/HOUR
*ALL WEDDINGS INCLUDE USE OF KITCHEN AND FIREPLACE ROOM

PERSONNEL FEES:

Facilities Coordinator / Media Technician /
Kitchen Coordinator \$500 each

*THE FACILITIES COORDINATOR IS REQUIRED

NON-WEDDING EVENTS FOR MEMBERS

PERSONNEL FEES:

Facilities Coordinator / Media Technician /
Kitchen Coordinator \$25/hr each

*ALL PERSONNEL ARE OPTIONAL

NON-WEDDING EVENTS FOR NON-MEMBERS

Security Deposit:

*HALF OF THE SPACE USE FEE IS DUE UPFRONT TO CONFIRM
RESERVATION FOR ALL SPACES EXCLUDING "OTHER ROOMS AND
OUTDOOR SPACES"

*A FEE OF ONE HOUR PER PERSONNEL (REQUIRED OR REQUESTED) IS
DUE UPFRONT TO CONFIRM RESERVATION

SPACE FEES:

Fellowship Hall: \$200
Sanctuary: \$100
Kitchen: \$50
Fireplace Room: \$50
Other Rooms and Outdoor Spaces: \$25

*ALL SPACES ARE UP TO 5 HOURS; ADDITIONAL HOURS ARE \$25/HOUR

PERSONNEL FEES:

Facilities Coordinator / Media Technician /
Kitchen Coordinator \$25/hr each

*THE FACILITIES USE COORDINATOR IS REQUIRED

RECORDING/FILMING SESSIONS

Recording Engineer: \$25/hr
Master CD or DVD: \$10 each

NOTES ON FEES

- 1) All fees are to be paid directly to Mount Carmel Baptist Church and are due one week prior to the event with the exception of security deposits and personnel fees:
 - a. **Refundable Security Deposit for Non-Member Weddings:** Receipt of the security deposit confirms applicant(s) reservation. The funds will be deposited and the full amount will be refunded upon completion of the event with no incurred damages. The deposit is fully refundable if the event is cancelled at least one week prior to the scheduled date.
 - b. **Security Deposit for Non-Member, Non-Wedding Events:** Receipt of the security deposit confirms applicant(s) reservation. The funds will be deposited and the full amount used toward the overall space use and personnel fees. The deposit is fully refundable if the event is cancelled at least one week prior to the scheduled date.
 - c. **Personnel Fees:** Personnel fees are due one week after the date of the event.
- 2) Fees for church supplied vocalists/instrumentalists are to be negotiated between the applicant(s) and vocalists/instrumentalists and paid directly to them one week prior to the event

PROCESS OF ADMINISTRATION

- 1) The applicant(s) is responsible for returning the Facility Use Agreement and Facility Use Form to the church with the security deposit (if applicable) in order for the reservation to be confirmed.
- 2) MCBC staff will collect incoming event related fees and will distribute the security deposit refund (if applicable) and pay the coordinators (if applicable) after the date of the event.
- 3) Church members may sponsor a non-member event. In those instances, the member/sponsor must act as the coordinator(s) required for the event or acquire person(s) to act in those roles. MCBC staff will obtain credit card information of the member/sponsor and will charge the sponsor an appropriate fee if the coordinator roles are not fulfilled after an event.

FOR OFFICE USE

Type of fee	Date received	Amount received	Check number

Refundable Security Deposit

Amount _____ and date _____ security deposit refunded.

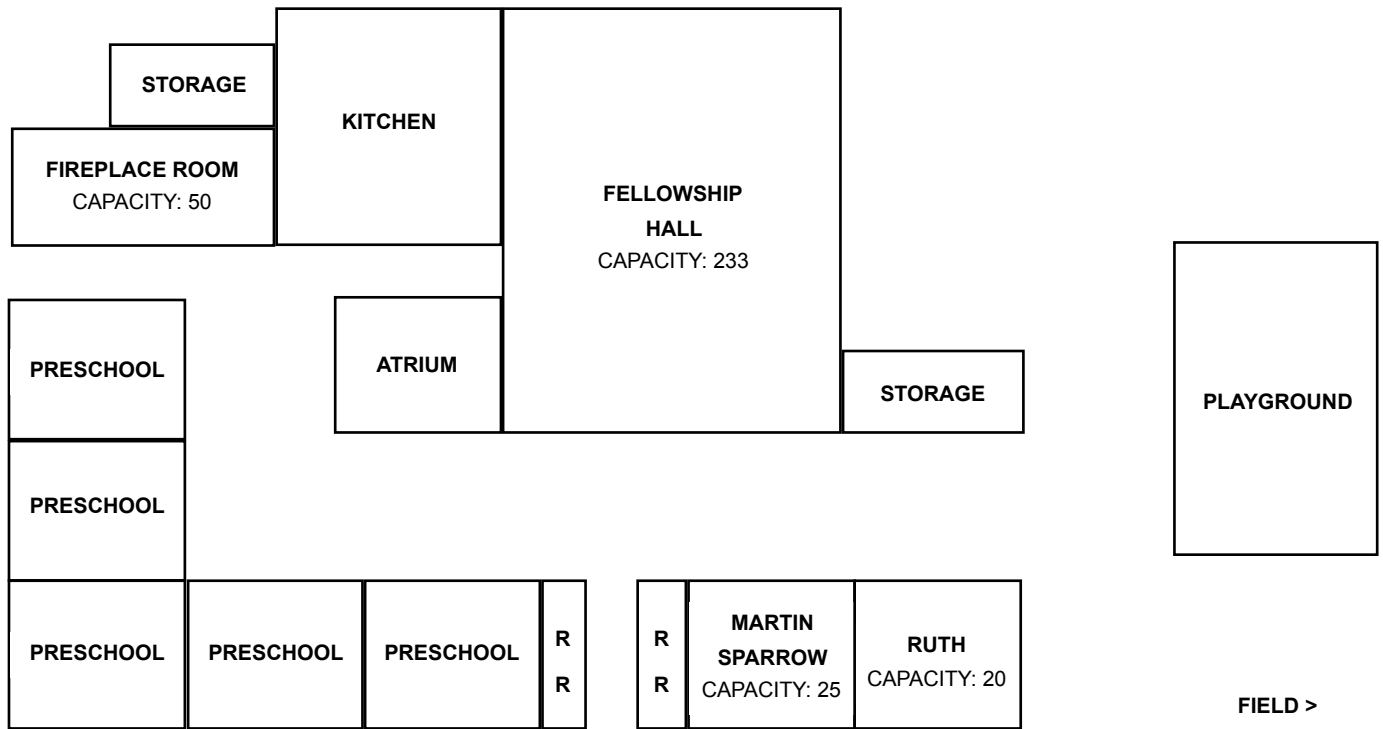
Check number _____.

Reason for difference in security deposit amount and amount refunded:

Last updated April 2022

FACILITIES DIAGRAMS

FELLOWSHIP HALL BUILDING



SANCTUARY & EDUCATION BUILDING (1ST FLOOR)

