



Pine Grove Missionary Baptist Church



FACILITY USE REQUEST FORM

Name of requesting individual or group: _____

Are you a member of Pine Grove? Yes No

What facility and/or equipment are you requesting? (Check all that apply)

_____ Main Sanctuary _____ Fellowship Hall (New) _____ Fellowship Hall (Old)

_____ Conference Room _____ Classroom(s) _____ Kitchen Only

_____ Audio/Visual _____ Sound

Date facility is requested: _____

Is this a recurring event? _____ Is so, what dates do you want the facility? _____

Hours requested: Begin: _____ End: _____

Approximate # of people attending the event: _____

Brief description of the event: _____

(Fee schedule and guidelines are provided on the back page.)

Signature of person requesting the facility: _____

Printed Name

(Contact Phone Number)

For office use only:

Request received by: _____

Date request received: _____

Approved by: _____ **Date:** _____

Notified by: _____ **Date requestor notified:** _____

FACILITY USE GUIDELINES

For anyone using/renting Pine Grove M.B. Church facilities:

1. All church-related and non-church related activities requiring either the fellowship halls or other facilities must be scheduled via the church office and a Facility Use Request Form completed.
2. Someone must be on the church premises during all church-related and non-church-related activities. This person will arrive prior to the event to unlock the facility, remain onsite until the activity is completed, then ensure that the building is locked.
3. For all church-related activities, facility must be cleaned immediately after the event by ministry using the facility.
4. For all non-church-related activities, there will be a non-refundable \$125.00 cleaning fee plus a \$125.00 set-up fee.
5. For church-related activities, no food will be left in the freezer or refrigerator after the activity. Any food left will be discarded on Wednesday following the activity. For non-church related activities, absolutely no food will be left in the freezer or refrigerator.
6. Any ministry using the fellowship hall will be responsible for setting up and taking down tables and chairs. No tables or chairs will be left on the floor.
7. Anyone requesting the use of the fellowship hall or anyone catering for any church organization must bring their own utensils, paper products (plates, cups, etc.) and dish towels.
8. All non-church-related activities using the fellowship hall will require an approved request form signed by the requestor and the church point of contact.
9. Sound and A/V equipment and can only be operated by trained church personnel. For non-church related activities, the cost for audio/video support is assessed separately.
10. The request for using the facility must be submitted 30 days prior to the event to the church office Monday through Friday between the hours of 9:00 AM – 1:00 PM. The payment for the use of the facility and all associated fees will be due upon the requestor being notified of the approval of their request.
11. Notice of cancelation must be received 10 days prior to the scheduled event to receive a full refund.
12. A member through affiliation is defined as a child or grandchild of a church member. Any other affiliation is not considered a member through affiliation and will be classified as a non-member.
13. Pine Grove is a smoke and alcohol-free facility.
14. No furniture will be moved from classrooms or buildings without prior approval.

Wedding and Funerals (Non-Members)

Wedding (includes sanctuary & kitchen)	\$500 (does not include sound)	Additional \$20 each per hour for sound tech and/or audio visual support
Rehearsal Dinners, Receptions, and Funerals (Kitchen)	\$250 (does not include food)	Additional \$20 each per hour for sound tech and/or audio visual support
Other	\$250 (does not include food)	Additional \$20 each per hour for sound tech and/or audio visual support