



Building Usage Policy

The facility of St. James MBC will only be used for events that align with our vision, mission, and values as agreed upon by the Pastor of Ministry Development. The Building Usage form is for individuals or groups desiring to use the facility for non-St. James MBC ministry events. All building use requests must be approved by the Pastor of Ministry Development. The Pastor of Ministry Development reserves the right to deny any group or individual desiring to use the facilities not in accordance with our vision: Christ Centered | Community Focused. All regularly scheduled church related meetings, activities, and functions of St. James MBC have priority over any other requests. All persons requesting to use the church facilities must complete the Building Usage Request Form 45 days prior to the actual event. All required fees are to be paid fourteen (14) days prior to the actual event.

Failure to adhere to the guidelines set forth will result in forfeiture of security deposit and denial of future request for use of this facility.



General guidelines

1. In no instance will this this facility be used for personal gain / profit.
2. Smoking, alcoholic beverages, illegal substances and weapons are not permitted on the grounds of the church (excluding law enforcement and authorized personnel).
3. The speech, dress, and behaviors of all persons in attendance of the event must be of Christian standards, respecting the environment of the Lord's house.
4. Children must be supervised at all times to ensure a safe environment.
5. No food and drink are allowed in the sanctuary. All food and drink must be consumed in the fellowship hall.
6. Church furniture or equipment is not to be moved, adjusted, or removed from the place of origin without approval of St. James MBC staff overseeing the event.
7. Any posters or signage, approved by the Pastor of Ministry Development, will be affixed by church staff, to the walls or other approved designated areas. The church must be notified upon approval of request of the proposed set up for tables and chairs if needed.
8. All areas used for the event must be left cleaned, including removing all trash and items associated with the event immediately following the event. Failure to comply will result in forfeiture of security deposit.
9. Parking in fire zones is prohibited. Cars will be towed at owner's expense, in addition to any other fines associated with incident.
10. The Saint James MBC Kitchen Policy will be given to users indicating a need to use the kitchen. Adherence to this policy is mandatory. Failure to comply with the Kitchen Policy will result in immediate forfeiture of security deposit.
11. Use of any equipment not initially requested will result in upcharge of the original price.



BUILDING UTILIZATION REQUEST FORM

Failure to provide accurate and complete information may result in the denial of use of the requested facilities. It is our desire at St. James MBC to do our best to accommodate your request, but we reserve the right to cancel. **Request must be submitted, to the church office, 45 days prior to the planned event and full payment must be received 14 days prior to actual event.**

Date of Request: _____

Name of individual/group/organization: _____

Event: _____ Event date: _____ Time Use: from _____ to _____

Set-up Date / time : _____ from: _____ to _____

Contact Person: _____ Phone: _____ Email: _____

BUILDING USAGE (CHECK ALL THAT APPLIES):

Sanctuary: ____ Kitchen: ____ Fellowship Hall: ____ Classrooms (how many): ____

TECHNICAL NEEDS (CHECK ALL THAT APPLIES):

Microphones (how many): ____ Podium: ____ Projector Screen: ____

Musical equipment (please specify): _____

Other (please describe in detail): _____

PLEASE CHECK AND COMPLETE THE APPROPRIATE STATEMENT(S):

Will there be a donation? Yes: ____ No: ____ Amount of donation\$ _____

Will Food Services be provided? Yes: ____ No: ____ Food Services provided by? _____

I accept the responsibility of following the building usage policy and procedures. Furthermore, St. James MBC is not responsible for any personal articles/items which are lost, stolen, or damaged.

Requestor/Ministry/Date: _____

Ministry Director Signature: _____

For official use only:

Date received: _____ Approved: Yes ____ No ____



Pastor of Ministry Development	
Signature: _____	Date: / /

KITCHEN CONTRACT

1. Nothing will be placed on top of the stove unless cooking.
2. Sinks will be cleaned and wiped dry.
3. Counters will be cleaned after use.
4. All trash will be emptied, and clean trash bags will be placed into the containers.
5. The floor will be swept and mopped.
6. All cooking and food-prep surfaces will be cleaned.
7. All utensils, dishes, and cookware will be washed/dried and put away.
8. No food will be stored in the kitchen/freezer/refrigerator. All leftover food will be taken out of the facility or properly disposed.
9. The grill grease drip pan will be cleaned with drippings put into a metal or sealed container and not put down the drain.

Important:

DO NOT place hot cookware directly onto the countertops. Always have one person in the kitchen when using the stove top/oven.

Kitchen items that are taken from the kitchen will result in forfeiture of full deposit.

St. James MBC will not furnish tableware (paper/plastic-plates, cups, eating utensils, napkins, etc.); if requested, there will be additional charges to cover items requested.

Kitchen Personnel: _____

Requester's Signature: _____

Phone: _____

Date: _____



As part of St. James MBC sharing its facility with you for weddings, funerals, rehearsals, etc., fees are listed below:

Security Deposit	\$200 (refundable based on final inspection)
Use of Sanctuary	\$300
Use of Fellowship Hall/Kitchen	\$300
Use of Fellowship Hall/Kitchen and Sanctuary	\$600
Wedding Rehearsal / Family Visitation	\$200

Additional Costs: Honorariums

- Musician \$75
- Soloist \$75
- Sound Technician \$75
- Choir \$100
- Eulogist \$200