

Memorial Baptist Church Building Use Form

*As a community of faith, we believe our building should be used to for the glory of God.
It is a gift to us, from God's abundance, that we believe is our responsibility to steward in manner that
reflects the heart of Christ.*

Who can request use?

We welcome members of both our church community and the larger community to contact us about the building use. In the past, we have hosted a wide array of events including regular meetings such as mother's play groups, mental health support groups, and youth group meetings, as well as one-time events like not-for-profit craft fairs, pot luck dinners, talks, piano recitals, and emergency shelter.

How do apply?

Please fill out the attached forms and drop them off at Memorial Baptist Church (97 S. Pleasant St. Middlebury VT 05753) or send it to membaptistvt@gmail.com . Please give us two weeks' notice.

When will I hear back?

This may vary. Building use may be approved administratively for more routine requests, others may need to go through the Pastor or the Board of Trustees. At the time of application, we will typically be able to give you an estimate of when you can start to plan.

How much does it cost?

The fee structure for the building use depends on what parts of the church you hope to use and for how long. In the winter time, there is a heating surcharge in addition to the typical rental fee. Payment is due one week in advance of the event.

Sanctuary:	\$20.00/hour
Fellowship Hall (downstairs w/kitchen)	\$20.00/hour
Sanctuary and Fellowship Hall:	\$30.00/hour
Piano/Sound System/or LCD Projection	\$25.00 each

Heating Surcharge (November-March)

Sanctuary	4 hours or less \$100, each additional hour \$25
Fellowship Hall (downstairs with kitchen)	4 hours or less \$60, each additional hour \$15

FOR OFFICE USE ONLY

Approved? Yes/No By whom? _____ Date of Approval? _____
Rooms to be used? _____ Date? _____ Time? _____
Greeter required? Yes/No Greeter notified? Yes/No On the schedule? Yes/No
Insurance rider available? Yes/No Insurance rider in hand? Yes/No Date? _____

Memorial Baptist Church Building Use Form Application

Date: _____

Name of Organization: _____

Non Profit? Yes/No

Contact Person: _____

(P): _____

(E): _____

Date(s) Requested: _____ Est. # attending? _____

Hours requested: (Please include times you need the building and make sure to include rehearsal, setup, and clean up times): _____

Space Requested: Sanctuary _____ Fellowship Hall _____ Both _____

Additional use: Piano _____ Sound System _____ LCD projector _____

Is a member of the Memorial Baptist likely to attend the event (this helps us assess ease of access)?
Yes/No. If so, who?

Please describe the event: _____

All organizations are expected to provide an insurance rider in advance of the event to cover liability. The applicant hereby waives any and all claims, demands, and cause of action which they may have against Memorial Baptist Church as a result of the use of the Church facility. The applicant shall indemnify and hold blameless Memorial Baptist Church, its officers, and agents and employees from any and all claims, demands, causes of action, and all other loss and expense, including reasonable cost of litigation arising out of or associated with the use of church property the applicant group and its members, guests, employees, and agents pursuant to this application.

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Signature of Applicant: _____ Date: _____

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Building Use
Information Form**

- 1) Please leave the church in a clean and orderly manner.
- 2) There is NO SMOKING anywhere in the building and NO USE OF ALCOHOL anywhere on the church property.
- 3) Thermostat setting should not be adjusted or altered.
- 4) Please give the MBC 24 hours notice if you need to cancel. Shorter notice may result in your fee not being returned.
- 5) MBC is not responsible for loss of or damage to property belonging to the group or an individual associated with the group.
- 6) Any children involved with the group's activity or visiting during the activity must be supervised by two or more adults at all times. Please feel free to have the children enjoy the toys but make sure they are returned to their original locations.
- 7) Please keep food and drink in Fellowship Hall (and not in the sanctuary).
- 8) The piano and organ are tuned regularly. If special tuning is required, arrangements should be made with Jeff Rehbach (989 7355) and Hilbert Pianos.
- 9) All use of the church for lectures and concerts should remember that this facility is a church and used for worship, therefore the choice of language and music must be consistent with that of the MBC community. No use of profanity or sexual innuendo. Please contact a Trustee if you have questions.
- 10) All organizations are expected to provide an insurance rider prior to the scheduled event.

In case of an emergency or need for assistance during your event, please contact one of the members of the Board of Trustees.

Frank Mazza	Jeff Rehbach	Matt Kimble	Jeff Flavell	Deb Wilkinson	Henry Freeman
349-7074	989 7355	388 6493	236-7004	989-8063	388-7319

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