

**GMSB CHURCH FACILITY USE
APPLICATION GUIDELINES
FOR ACTIVE CHURCH MEMBERS**

Application

1. The provisions of these guidelines are applicable to active members and members in good standing of Greater Mt. Sinai Baptist Church. The church membership roster will be used to identify members. This list is on file in the church office and referenced when applicants submit their request. However, be advised that membership status will be reviewed to determine if the applicant is a member in good standing.
2. Members cannot rent the church facilities for non members. Non members should follow the non member guidelines.
3. Members requesting the use of the church facilities should contact the church secretary in order to receive an application form. The applicant needs to complete the application within seven (7) days of receipt. The applicant will receive notification of approval or disapproval within five (5) working days. All fees are due upon approval of the application. The secretary of the Church collects and records all fee transactions and arranges the scheduling.
4. Direct all cancellations to the church secretary 24 hours before the function. Cancellations after the 24 hours will result in the applicant forfeiting half of the fee.
5. The Facilities Coordinator and the applicant will inspect the facilities at least 24 hours before occupancy and after occupancy to affirm/verify the condition of the property.
- 6. The church facilities are not available for use during Sunday services, and special church days or scheduled religious functions during the week.**
7. Active church members have first preference when applications are received the same day.

Fees

1. For fees reference the fee list for the specific package you desire.
 2. Individuals who contract the church facilities are responsible for any damages to church property. Applicant's failure to make restitution prohibits any future use of the church property.
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**GMSB CHURCH FACILITY USE
APPLICATION GUIDELINES
NON-MEMBERS AND/OR NON-ORGANIZATIONS OF THE CHURCH**

Application

1. Person(s) and/or organizations requesting the use of the church facilities need to secure a contract from the church secretary. The applicant needs to complete the application within seven (7) days of receiving it. You should receive notification of approval or disapproval within five (5) working days. All fees are due upon approval of the contract.
2. The church facilities are **not** available for use during Sunday services, and special church days or scheduled religious functions during the week.
3. Direct all cancellations to the church secretary 24 hours before the function. Cancellations after the 24 hours will result in the applicant (renter) forfeiting half of the fee.
4. The Facilities Coordinator and the applicant will inspect the facilities at least 24 hours before occupancy and after occupancy to affirm/verify the condition of the property.
5. Religious Organizations, Masonic Lodge and Eastern Star Organizations, and Neighborhood and Community Organizations receive exemption from the non member facilities fee. These organizations will be charged at the 1 day member rate.
6. The Pastor determines Exemption Status for Neighborhood and Community organizations.

Fees

1. Proof of liability insurance is required for the protection of all non-members or non-organizations.
2. Each individual and all organizations contracting for church facilities are responsible for any damages to church property. Applicant's failure to make restitution prohibits any future use of the church property.
3. For fees reference the fee list for the specific package you desire.

GMSB CHURCH FACILITY USE APPLICATION GUIDELINES

SUBMITTED BY: _____

Individual or Organization making request: _____

Indicate: Member _____ Non-Member _____ Sanctuary _____ Fellowship Hall _____
Check

Name: _____ Title: _____

Address: _____

City: _____

State & Zip code: _____

Telephone number: Home _____ Office _____

Month(s)	Specific Date(s)	Day(s) of Week	Opening Time	Closing Time

*Total number of participants using the Fellowship Hall _____

Maximum Capacity: Seated 250, Tables 125

***Indicate:** Number of tables and chairs needed _____ *Kitchen is needed : (Y) (N)

***Catering in-house:** (Y) (N) (Circle)

(Circle)

Amount of deposit \$ _____

Signed by: _____
(Applicant)

Date: _____

Signed by: _____
(Church Official)

Date: _____

Assigned Custodian (s) : _____

*Complete items in gray box if use of the Fellowship Hall is desired.