

# New Shiloh Missionary Baptist Church

## Rental Fees Fees based on 4-hour rental

	NON-MEMBERS	NSMBC MEMBERS (Active Member/Immediate Family of Active Member)
Church Sanctuary	\$550.00	\$0
Fellowship Hall	\$450.00	\$150.00
Pastor's Fee	\$300.00 ( <u>LOCAL</u> ) \$350.00 ( <u>OUT OF TOWN</u> )	\$250.00 ( <u>LOCAL</u> ) \$300.00 ( <u>OUT OF TOWN</u> )
<b><u>DEPOSITS*</u></b>		
Rental Deposit –non refundable (applied toward rental)	\$100.00	\$100.00
Clean-Up Fee (deposit required)	\$200.00	\$150.00
Damage Fee (deposit required)	\$150.00	\$100.00
<b><u>OPTIONAL</u></b>		
Media Sound System (includes: sound system, manager, video workers, cameras, big screen, etc.)	\$250.00-2 days & \$125.00-1 day	\$125.00
(Each Manager's Additional Hour)	\$10.00	\$10.00
DVD Video	\$25.00	\$25.00
Set-up/Break Down	\$200.00	\$100.00
COVID-19 SPRAY PROFESSION PEVENTION	\$250.00 (Optional)	\$150.00

### **SECURITY OFFICER required on nightly rentals**

If we provide: \$25.00/hour/per officer  
 If you provide: We need a copy of each officer

**\*(SINCE THE PANDEMIC, THE PEWS ARE ROPED OFF AS A SAFETY PROTOCOL. DO NOT CHANGE THE SEATING ARRANGEMENTS OF THE PEWS: ADAPT YOUR EVENT TO THE CURRENT SEATING ARRANGEMENTS) \_\_\_ CDC GUIDLINES ARE ENFORCED...MUST WEAR MASK & HAVE TEMPURTURE TAKEN BEFORE ENTERING!**

\*Rental, Clean-Up and Damage fee deposit required on all rentals (Clean-Up and Damage fee deposits are refundable only if facility is clean and free from any damages. Rental deposit is applied toward rental).

\*NO ALCOHOL, SMOKING OR MUSIC WITH PROFANTTY ALLOWED"  
 2756 OLD SHELL ROAD, MOBILE, ALABAMA 36607 PHONE: (251) 478-6792 / FAX (251) 478-6343  
 EMAIL: NSMBC2756@gmail.com

UPDATED MARCH 22, 2023  
 NOTE: PRICES AND TERMS ARE SUBJECT TO CHANGE

# George Harris Building

## Rental Fees Fees based on 4-hour rental

	<b>NON-MEMBERS</b>	<b>NSMBC MEMBERS</b> (Active Member/Immediate Family of Active Member)
Church Sanctuary	\$150.00	\$75.00
Fellowship Hall	\$75.00	\$50.00
Pastor's Fee	\$300.00 <b>(Local)</b> \$350.00 <b>(Out of Town)</b>	\$250.00 <b>(Local)</b> \$300.00 <b>(Out of Town)</b>
<b><u>DEPOSITS*</u></b>		
Rental Deposit –non refundable (applied toward rental)	\$50.00	\$50.00
Clean-Up Fee (deposit required)	\$100.00	\$75.00
Damage Fee (deposit required)	\$75.00	\$50.00
<b><u>OPTIONAL</u></b>		
Media Sound System (includes: sound system, manager, video worker, cameras, video, big screen, etc.)	\$125.00	\$50.00
DVD Video	\$25.00	\$25.00
Set-up/Break Down	\$100.00	\$50.00
Manager Fee	\$75.00	\$75.00
(Each Additional Hour)	\$10.00	\$10.00
COVID 19 Professional Prevention Spray	\$250.00 (OPTIONAL)	\$150.00

### **SECURITY OFFICER required on nightly rentals**

If we provide: \$25.00/hour/per officer  
If you provide: We need a copy of each officer ID

**\*(SINCE THE PANDEMIC, THE PEWS ARE ROPED OFF AS A SAFETY PROTOCOL. DO NOT CHANGE THE SEATING ARRANGEMENTS OF THE PEWS: ADAPT YOUR EVENT TO THE CURRENT SEATING ARRANGEMENTS) \_\_\_CDC GUIDLINES ARE ENFORCED...MUST WEAR MASK & HAVE TEMPERTURE TAKEN BEFORE ENTERING!**

**\*Rental, Clean-Up and Damage fee deposit required on all rentals (Clean-Up and Damage fee deposits are refundable only if facility is clean and free from any damages. Rental deposit is applied toward rental). \_\_\_CDC GUIDLINES ARE ENFORCED...MUST WEAR MASK & HAVE TEMPERTURE TAKEN BEFORE ENTERING!**

**\*NO ALCOHOL, SMOKING OR MUSIC WITH PROFANTTY ALLOWED"**

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# The Atmosphere

## Rental Fees Fees based on 4-hour rental

### NON-MEMBERS

### NSMBC MEMBERS

(Active Member/Immediate Family of Active Member)

Hall	\$300.00	\$200.00
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### DEPOSITS\*

Rental Deposit –non refundable (applied toward rental)	\$100.00	\$50.00
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Clean-Up Fee (deposit required)	\$100.00	\$75.00
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Damage Fee (deposit required)	\$75.00	\$50.00
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### OPTIONAL

Set-up/Break Down	\$200.00	\$100.00
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COVID 19 Professional Prevention Spray	\$250.00	\$150.00
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### SECURITY OFFICER required on nightly rentals

If we provide: \$25.00/hour/per officer

If you provide: We need a copy of each officer ID

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\*Rental, Clean-Up and Damage fee deposit required on all rentals (Clean-Up and Damage fee deposits are refundable only if facility is clean and free from any damages. Rental deposit is applied toward rental). CDC GUIDELINES ARE ENFORCED...MUST WEAR MASK & HAVE TEMPERATURE TAKEN!!!

**\*NO ALCOHOL, SMOKING OR MUSIC WITH PROFANITY ALLOWED\***

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# WEDDING/RENTAL POLICIES AND GUIDELINES

*We ask those wishing to use our church facilities to be sensitive to the fact that the facility main function is a place of gathering, worship and caring for our church family.*

New Shiloh Baptist Church (NSMBC) is available for weddings/rentals of members and non-members, including those with no formal religious affiliation. All weddings are to be officiated by the NSMBC Pastor or an approved minister selected by the bride or groom.

- If the NSMBC Pastor is used, the wedding couple will consult with the Pastor concerning wedding service.
- Scheduling of the building and paperwork will be done by the Office Administrator.
- All weddings/rentals require the services of a church custodian/building manager.

## MUSIC:

The piano/organ/keyboard may be used. The wedding party is responsible for choosing and hiring the pianist (dependent on schedule, NSMBC pianist may be available). The wedding party may also provide for other music. **If the full sound system is needed, arrangements need to be made at time of booking.**

## PHOTOGRAPHERS & VIDEOTAPERS:

Please consult church custodian/building manager before service for allowable equipment set-up.

**BIRDSEED AND BUBBLES:** Throwing rice is NOT permitted on the church premises of the building at any time. Birdseed and bubbles are allowed out of doors. Please, no mylar confetti.

## RESERVATIONS & CANCELLATIONS:

**A full refund** will be given if a cancellation is made **60** or more days prior to the scheduled day of the event. **One half** of the fees will be refunded if the cancellation occurs **30** or more days prior to the event. Please note **no refunds** will be given if the cancellation notice is received **less than 30 days** prior to the scheduled day of the event.

## DEPOSITS, FEES AND BUILDING USE:

- Fees are listed on the "**Rental Fee**" form.
- **Rental deposit** required to book the facility (non-refundable if you cancel at anytime). Applied toward rental (non-cancellation).
- A refundable **security deposit** (for damages, etc.) must be received by the church office 30 days PRIOR to the day of the wedding/rental. The deposit covers possible breakage/damage and/or failure to comply with the policies in the document. If there are no claims against the deposit, it will be fully refunded the week following the ceremony/rental.
- Building use fee sanctuary, fellowship hall, media/sound systems, set-up/breakdown and clean-up must be paid in full at the time the rental agreement is signed.
- **All fees are based on 4 hour rentals. There is an additional \$25.00 fee for each additional 30 minutes over rental, rehearsal and setup time.**

Users should expect to find the church facilities clean upon arrival. The deposit will be refunded if the facilities are left as found, and **NSMBC reserves the right to retain part of, or all of the deposit if this is not the case.** A **church rental closing checklist** will be issued, and should be followed at the end of the event.

## SECURITY:

UPDATED MARCH 22, 2023

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- Security is required at all rental events. If you provide security, they must have Alabama arrest power to ensure the protection of the church facility and safety of the attendees and their belongings.
- If NSMBC provides security, the fee is \$25.00/hour/per officer.

#### MEMBER WEDDING:

There are no charges for the use of the sanctuary for active members (NSMBC members who have been members for at least one year).

#### DECORATIONS/EATING:

- No greenery or flowers may be placed on the podium, piano or organ and their respective benches. Greenery and flowers may be placed on windowsills, provided adequate protection against water stains is used.
- **Battery operated Candles can ONLY be used in the aisle**
- **Dripless and battery operated Candles can be used in the Pulpit Area, and supported by non-flammable candleholders, which includes Unity and Memorial candles.**
- Nothing may be affixed to, or removed from the walls, doors or benches (with such things as tape, thumbtacks, nails, glue, etc).
- No eating or drinking in the sanctuary (allowed only in fellowship hall).
- or battery-operated candles **must** be used. That

#### REHEARSAL, SET-UP, CLEANUP, AND PERSONAL ITEMS:

- The rehearsal time is included in the rental fee with a maximum of 2 hours (wedding party rehearsal and rehearsal dinner).
- The set-up time is included in the rental fee with a maximum of 1 hour. Wedding parties using our church facilities are responsible for their own set-up.
- All personal equipment, food and decorations brought into the church should be removed at the conclusion of the event.

#### KITCHEN SUPPLIES AND EQUIPMENT

- **NSMBC kitchen supplies and equipment is not available for reception use**
- **Renters must supply all their items: paper products, serving utensils, eating utensils, napkins, cups, chafing pans, chafing racks, chafing fuel, lighter, foil, detergent, etc.**

#### GENERAL RULES:

- No alcohol or smoking is permitted in any of our church buildings, or on church property.
- No drugs, gambling, or firearms allowed on the property.
- No music with degrading, vulgar or profanity language allowed.
- No animals on the property (except for trained service/guide animals).
- The main sound system is to be operated by a trained NSMBC representative only.
- Piano, organ, keyboard or drums played with permission.
- Except for the cleaning crew, the buildings must be vacated following the event.
- Regularly scheduled church activities have first priority in all situations.
- **NSMBC is not liable for any loss or damage** to the property of renters or guests.

UPDATED MARCH 22, 2023

NOTE: PRICES AND TERMS ARE SUBJECT TO CHANGE

**New Shiloh Missionary Baptist Church**

**Maintenance Service and Security Service Agreement**

I \_\_\_\_\_ attest that I have secured the services of the following  
**(renter or representative's signature)**

individual(s) to provide: **1)\*maintenance** (set-up and clean-up of rented area(s) that must be done the day/night of my/our event and all items must be removed from the premises at the end of said event unless prior arrangements have been made) and that it is my/our responsibility to ensure the individual(s) whom I have secured for maintenance (I must pay directly) has left the rented area in an acceptable state and **2)\*\*security** service (must pay for scheduled contracted event time plus one (1) hour **before** and (1) one hour **after**) and that it is my/our responsibility to ensure the individual(s) whom I have secured for security (I must pay directly if not provided by NSMBC) for our event \_\_\_\_\_

\_\_\_\_\_ scheduled on \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ a.m. / p.m. at New Shiloh Missionary Baptist Church, 2756 Old Shell Road, Mobile, Alabama.

\*Maintenance:

\_\_\_\_\_ Name

\_\_\_\_\_ Telephone Number

\*\*Security Officer(s):

\_\_\_\_\_ Name Contact Number

\_\_\_\_\_ Name Contact Number

\_\_\_\_\_ Name Contact Number

\_\_\_\_\_ Name Contact Number

\_\_\_\_\_ Name Contact Number

\_\_\_\_\_ Name Contact Number

UPDATED MARCH 22, 2023

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**NEW SHILOH MISSIONARY BAPTIST CHURCH**  
**2756 Old Shell Road**  
**Mobile, Alabama 36607**

**TERMS FOR RESERVATIONS**

A non-refundable deposit of \$100.00 is required to book an event; this deposit is credited towards the rental fee. All refundable deposits, if conditions are met are: 1) A cleaning security deposit of \$\_\_\_\_\_.00 that must be made thirty days prior to the scheduled event, 2) A damage security deposit of \$\_\_\_\_\_.00 must be made thirty-days prior to the event \_\_\_\_\_(initials).

The lessee, individual and/or organization who rent the Church's facilities will have full responsibility for the setup, clean up and security service of the facility during and immediately after their event \_\_\_\_\_(initials).

The lessee, individual and/or organization will not be required to use the Church's personnel for such services. If the facility is not restored to the same condition prior to event (in terms of cleanliness and damages) then the cleaning and damage deposit listed in the contract will not be returned to the lessee, individual and/or organization (assessed amount based on circumstances) \_\_\_\_\_(initials).

The lessee, individual and/or organization must secure enough security officers with Alabama arrest power to ensure protection of the Church's facility and safety of the attendees and their belongings. We mandate one officer for the first 100 people and one officer for every 100 persons or fraction thereof thereafter. The officer(s) are scheduled one hour before and one hour after the scheduled event time \_\_\_\_\_(initials).

*UPDATED MARCH 22, 2023*

*NOTE: PRICES AND TERMS ARE SUBJECT TO CHANGE*

**NEW SHILOH MISSIONARY BAPTIST CHURCH**

**FACILITY RENTAL AGREEMENT**

THIS AGREEMENT MADE AND ENTERED INTO THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, BETWEEN NEW SHILOH MISSIONARY BAPTIST CHURCH AND SPONSOR: \_\_\_\_\_

**SPONSOR INFORMATION:**

**FACILITY SPACE(S) REQUESTED:**

CHURCH SANCTUARY

CHURCH FELLOWSHIP HALL

TYPE OF EVENT: \_\_\_\_\_

DATE OF EVENT: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ EVENT START TIME: \_\_\_\_\_ EVENT END TIME: \_\_\_\_\_

NUMBER OF PEOPLE ATTENDING: \_\_\_\_\_ ASSIGNED # OF SECURITY OFFICERS: \_\_\_\_\_

PRIMARY CONTACT/REPRESENTATIVE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

PHONE NUMBER (H) \_\_\_\_\_ (W) \_\_\_\_\_ (C) \_\_\_\_\_ (F) \_\_\_\_\_

EMAIL IF APPLICABLE \_\_\_\_\_

ALTERNATE CONTACT \_\_\_\_\_ PHONE NUMBER \_\_\_\_\_

NAME OF PERSON RESPONSIBLE FOR EVENT AT CLOSING \_\_\_\_\_

**REQUESTED ITEMS/SERVICES (BASED ON AVAILABILITY AND FEASIBILITY)**

\_\_\_\_\_  
\_\_\_\_\_

**ESTIMATED CHARGES (NOTE: PRICES ARE SUBJECT TO CHANGE)**

SANCTUARY FEE: \$ \_\_\_\_\_ RENTAL DEPOSIT: \$ \_\_\_\_\_ (NON REFUNDABLE, APPLIED TO RENTAL FEE)

CLEANING & DAMAGE FEE: \$ \_\_\_\_\_ SECURITY FEE: \$ \_\_\_\_\_ (BASED ON NUMBER IN ATTENDANCE)

FELLOWSHIP HALL FEE: \$ \_\_\_\_\_ MEDIA SOUND SYSTEM (SOUND SYSTEM, MICS, ETC.): \$ \_\_\_\_\_

SET-UP/BREAK DOWN FEE: \$ \_\_\_\_\_ VIDEO WORKER (CAMERAS, VIDEO, BIG SCREEN, ETC.): \$ \_\_\_\_\_

MANAGER FEE: \$ \_\_\_\_\_ PASTOR'S FEE: \$ \_\_\_\_\_ DVD VIDEO: \$ \_\_\_\_\_

(EACH ADDITIONAL HOUR): \$ \_\_\_\_\_ (\$10.00)

COVID 19 PREVENTION PROFESSIONAL SPRAYING: \$ 250.00

I/We, \_\_\_\_\_ understand and agree with the information contained in this contract and that the **confirmation** of my/our schedule event date is based on all fees and deposits being paid in full **thirty days** prior to the scheduled event date, if not, this is automatic grounds for cancellation without prior notice. I/We understand and agree that in the event I/We cancel the said event, all deposits and/are fees paid are nonrefundable. The above listed charges must be paid in full by \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_.

\_\_\_\_\_  
SIGNATURE OF RENTER OR REPRESENTATIVE

\_\_\_\_\_  
NEW SHILOH MISSIONARY BAPTIST CHURCH DESIGNEE

TITLE

UPDATED MARCH 22, 2023

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**NEW SHILOH MISSIONARY BAPTIST CHURCH  
HOLD HARMLESS AND TERMINATION AGREEMENT**

**Waiver of Liability**

The undersigned, in consideration of the privilege of using New Shiloh Missionary Baptist Church (NAME OF FACILITY AREA) \_\_\_\_\_, on and after this date, do hereby agree to hold harmless the owners and said facility and premises, and its employees or agents from an all claims, demands, actions, causes of action, and liability of any kind which might be sustained in the use of these facilities, nor hold responsible for any items on the premises while participating in or afterwards (NAME OF SCHEDULED ACTIVITY) \_\_\_\_\_ at this location.

**Termination by NSMBC**

New Shiloh Missionary Baptist Church retains the right to cancel or to cause interruption of any performance or event when, in the sole judgment of the facility Pastor or his designee, such act is necessary in the interest of public safety. In the event of such interruption or cancellation, rental fees by sponsor shall be for damages or compensation from New Shiloh Missionary Baptist Church.

**Agreed Upon, This** \_\_\_\_\_ **Day of** \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF RENTER OR REPRESENTATIVE

\_\_\_\_\_  
NEW SHILOH MISSIONARY BAPTIST CHURCH DESIGNEE

\_\_\_\_\_  
TITLE

\_\_\_\_\_  
NEW SHILOH MISSIONARY BAPTIST CHURCH

NEW SHILOH MISSIONARY BAPTIST CHURCH

FACILITY USAGE AGREEMENT

Refund of Deposits

Event Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

Event Location: \_\_\_\_\_

Yes, the facility **was** cleaned satisfactory

Name: \_\_\_\_\_

renter/representative

No, the facility **was not** cleaned satisfactory

Address: \_\_\_\_\_

Contact Phone Number:(\_\_\_\_\_) \_\_\_\_\_

I, \_\_\_\_\_ acknowledge receipt of \$ \_\_\_\_\_ (cleaning deposit)  
(renter/representative signature)

Yes, the facility was free of damages

\*No, the facility was not free of damages

I, \_\_\_\_\_ acknowledge receipt of \$ \_\_\_\_\_ (damage deposit)  
(renter/representative signature)

If no, to either of the above statements, please explain:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

I, \_\_\_\_\_ acknowledge receipt of \$ \_\_\_\_\_ (damage deposit)  
(NSMBC representative signature)

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

\*The following items are prohibited from use in any of the facilities:

1. Any item(s) that may leave holes in the wall or remove paint from walls including, but not limited to:
  - a. tape
  - b. thumbtacks,
  - c. nail
  - d. glue
2. Dripless or battery-operated candles **must** be used. That includes Unity and Memorial candles.

**NEW SHILOH MISSIONARY BAPTIST CHURCH  
RENTAL CLEAN-UP CLOSING CHECKLIST**

Name \_\_\_\_\_ Rental Date \_\_\_\_\_  
Renter/Representative

Contact Phone Number ( \_\_\_\_\_ ) \_\_\_\_\_  
Renter/Representative

Event Hours\* \_\_\_\_\_ - \_\_\_\_\_ \* Set-Up 1hr before start time and  
Start Time Ending Time Clean-Up must be finished at ending time

**SANCTUARY**

- \_\_\_ Vacuum AND clean carpet of stains and debris
- \_\_\_ All Decorations removed from building
- \_\_\_ Church chairs, flowers, etc. put back in original place
- \_\_\_ Window sills AND floor clean and clear of all decorations
- \_\_\_ Interior lights off

**KITCHEN**

- \_\_\_ Food discarded
- \_\_\_ Trash placed in containers
- \_\_\_ Oven and range controls in off position
- \_\_\_ Microwave, countertops, warmer, freezer & refrigerator clean
- \_\_\_ All electrical appliance cleaned and unplugged
- \_\_\_ Floor swept, & mopped
- \_\_\_ Rugs vacuumed
- \_\_\_ Doors locked
- \_\_\_ Interior lights off

**BATHROOMS**

- \_\_\_ Floors clean
- \_\_\_ Toilet & fixtures intact & functioning
- \_\_\_ Wastebaskets emptied

**FELLOWSHIP HALL/RELIGIOUS EDUCATION BUILDING ROOMS**

- \_\_\_ Food discarded
- \_\_\_ All Decorations removed from building
- \_\_\_ Chairs and tables stacked or arranged in original place
- \_\_\_ Floor swept, & mopped
- \_\_\_ Doors locked
- \_\_\_ Any breakages/losses or removal of church property
- \_\_\_ Carpet clean
- \_\_\_ Wastebaskets emptied
- \_\_\_ Trash placed on doorstep
- \_\_\_ Interior lights off

COMMENTS: \_\_\_\_\_

RENTER: \_\_\_\_\_ RENTAL DATE \_\_\_\_\_

INSPECTION DATE \_\_\_\_\_ INSPECTOR \_\_\_\_\_

RESULTS \_\_\_\_\_ REFUND SENT \_\_\_\_\_

We, here at NSMBC hope you enjoyed the use of our church facilities! Please let us know how everything worked for you, and if there were any problems. Thank you!