

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
Media (sound system, etc.)	\$200.00	\$100.00
Set-up/Break Down	\$200.00	\$100.00
Clean-Up (optional)	\$200.00	\$100.00
Pastor's Fee	\$300.00	\$250.00

*All rentals must have a manager on duty:

\$25.00/hour

*Security required; if we provide:

\$25.00/hour/per officer

NO ALCHOL, SMOKING OR MUSIC WITH PROFANTTY ALLOWED

2756 OLD SHELL ROAD, MOBILE, ALABAMA 36607

PHONE: (251) 478-6792 / FAX (251) 478-6343

EMAIL: Shiloholdshell@aol.com

UPDATED 3/2017

NOTE: PRICES AND TERMS ARE SUBJECT TO CHANGE

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:

- 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.

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 _____ / _____ /20_____ 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

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 \$150.00 that must be made thirty days prior to the scheduled event, 2) A damage security deposit of \$100.00 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).

NEW SHILOH MISSIONARY BAPTIST CHURCH
FACILITY RENTAL AGREEMENT

THIS AGREEMENT MADE AND ENTERED INTO THIS _____ DAY OF _____ 201____, 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: _____ / _____ /201____ 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)

FACILITY RENTAL FEE: \$ _____ RENTAL DEPOSIT: \$ _____ (NON REFUNDABLE, APPLIED TO RENTAL FEE)

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

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 _____ / _____ /20____.

SIGNATURE OF RENTER OR REPRESENTATIVE

NEW SHILOH MISSIONARY BAPTIST CHURCH DESIGNEE

TITLE

NEW SHILOH MISSIONARY BAPTIST CHURCH

**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 _____ 201_____

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: _____ / _____ /20

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: _____ / _____ /20

*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
- ___ Carpet clean
- ___ Wastebaskets emptied
- ___ Trash placed on doorstep
- ___ Interior lights off
- ___ Doors locked
- ___ **Any breakages/losses or removal of church property**

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!