



MountCarmel
BAPTIST CHURCH

FACILITIES AND EQUIPMENT USE POLICIES

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Purpose Statement

The facilities of Mount Carmel Baptist Church (MCBC) constitute the house of God. The primary purpose for these facilities is worship and Christian education. Therefore, we request that all activities in our facilities be conducted with reverence and respect. The MCBC's facilities were provided through God's benevolence and by the sacrificial generosity of MCBC members. The MCBC desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Although the facilities are not generally open to the public, we will consider making our facilities available to approved non-members as a witness to our faith, in a spirit of Christian charity, and as a means of demonstrating the Gospel of Jesus Christ in practice.

Facility use will not be permitted to persons or groups holding, advancing, or advocating beliefs or practices that conflict with the MCBC's faith or moral teachings, which are summarized in, among other places, the MCBC's constitution and bylaws. Nor may MCBC facilities be used for activities that contradict, or are deemed inconsistent with, the MCBC's faith or moral teachings or constitution and bylaws. The pastor, or his official designee, is the final decision-maker concerning use of MCBC facilities.

This restricted facility use policy is necessary for two important reasons. First, the MCBC may not in good conscience materially cooperate in activities or beliefs that are contrary to its faith. Allowing its facilities to be used for purposes that contradict the MCBC's beliefs would be material cooperation with that activity, and would be a grave violation of the MCBC's faith and religious practice (2 Corinthians 6:14; 1 Thessalonians 5:22).

Second, it is very important that the MCBC present a consistent message to the community, and that the MCBC staff and members conscientiously maintain that message as part of their witness to the Gospel of Jesus Christ. Allowing facilities to be used by groups or persons who express beliefs or engage in practices contrary to the MCBC's faith would have a severe, negative impact on the message that the MCBC strives to promote. It could also cause confusion and scandal to MCBC members and the community because they may reasonably perceive that by allowing use of our facilities, the MCBC agrees with the beliefs or practices of the persons or groups using its facilities.

Therefore, in no event shall persons or groups who hold, advance, or advocate beliefs, or advance, advocate, or engage in practices that contradict the MCBC's faith use any MCBC facility. Nor may MCBC facilities be used in any way that contradicts the MCBC's faith. This policy applies to all MCBC facilities, regardless of whether the facilities are connected to the MCBC's sanctuary, because the MCBC sees all of its property as holy and set apart to worship God (Colossians 3:17).

These policies will apply to all requested uses of MCBC facilities which may include: weddings, private parties, wedding and baby showers, family reunions, ball team practice, concerts, festivals, meetings, etc. Event coordinators, or those requesting use of facilities, will be responsible for following these policies and ensuring that all members or guests follow the policies as outlined in this document or as instructed by the Pastor or his designee.

Mount Carmel Baptist Church Doctrinal Position on Marriage

Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, MCBC will only recognize marriages between a biological man and a biological woman. Further, the Pastors and staff of the MCBC shall only participate in weddings and solemnize

marriages between one man and one woman. Finally, the facilities and property of the MCBC shall only host weddings between one man and one woman as allowed by MCBC constitution and bylaws.

Approved Users and Priority of Use

The pastor or official designee must approve all uses of MCBC facilities. Generally, priority shall be given to MCBC members, their immediate families, and organized groups that are part of the ministry, organization, or sponsored activities of the MCBC. MCBC facilities and equipment use will only be considered for non-members or outside groups which meet the following criteria:

- Groups or persons requesting facility use must affirm that their beliefs and practices and intended uses of the facilities are consistent with the MCBC's faith and practice.
- The group or person seeking facility use must submit a completed and signed facility use request.
- The group or person seeking facility use must be willing to take responsibility for the facilities and equipment used and must agree to abide by the MCBC's rules of conduct for facility use, as stated below and as described in any additional instructions by MCBC staff, including liability insurance certificates.

Facility Use Guidelines

- Alcohol policy: No alcohol may be served in church facilities or on church property.
- Smoking Policy: Smoking and tobacco products are not permitted on church property.
- Groups are restricted to only those areas of the facility that the group has reserved.
- Food and beverages in classrooms and the worship space are not allowed, unless prior approval is granted.
- Church equipment, such as tables and chairs, must be returned to original placement, unless arranged otherwise prior to the event.
- All lights must be turned off and doors locked upon departure.
- Clean-up, removal of decorations, and replacement of furniture and equipment is required by the group or event coordinator.
- Abusive or foul language, violent behavior, and drug or alcohol abuse are strictly prohibited on church premises. Any person exhibiting such behavior will be required to leave the premises.
- No display of photos, videos, information, or other communication about topics the church considers to be unconscionable will be allowed. Such displays not permitted would include photos of nudity, same sex gender marriage or cohabitation, approval of promotion of sexual sin, or any other communication not approved by the church in advance of the services. Materials that are not permitted may not be used in any form on any church property whatsoever.
- Dancing and dancing events are not permitted on the premises without advance approval by the Pastor.
- No firearms are permitted with the exception of law enforcement officers, or those approved by MCBC's Emergency Response Team's policies.
- Provocative attire or clothing depicting drugs/alcohol, satanic, or sexually explicit materials are not to be worn on the premises. Users violating dress code will be asked to change in order to remain on premises.
- Any person or group must sign the "Facility Reservation Request and Agreement" form prior to reservation of church facilities.

Insurance

For events of large-scale proportions (such as concerts, festivals, city events, etc.) which are non-MCBC-sponsored events, the group or person requesting use of the facilities must obtain liability insurance coverage in the amount of at least \$1,000,000 and provide the MCBC an insurance certificate prior to use. The authorized user must also sign a "MCBC Facility Use and Hold Harmless Agreement." Private parties, weddings, team practices, etc. will not be required to purchase insurance. The Pastor or his official designee will make decisions concerning requirement for insurance.

Security cameras

For the protection and security of participants in all events and for the protection and security of the buildings and physical plant, security cameras are located throughout the buildings and campus. No cameras are located in the restrooms or the bride's room. In the event additional rooms are to be used as dressing rooms, advanced notice must be given by the event coordinator. No camera may be moved, deactivated, covered or otherwise tampered with.

Facilities

The event coordinator (or person requesting the use of MCBC facilities) must contact the MCBC office regarding the desired times and dates of the event (rehearsal, wedding, reception, private party, team practice, etc.) **Please do not make any announcement of dates or times until they are approved by the MCBC staff and placed on the MCBC calendar. The date and time cannot be entered on the calendar until the Reservation Request form is completed and returned, the date is approved by the staff, and the initial deposit is paid, if applicable.** The event coordinator will receive written responses to the requested dates and times. Groups are restricted to only those areas of the facilities that the group has reserved.

Funerals

Mount Carmel Baptist Church seeks to assist its community by considering allowing funerals in its facilities, so long as those requesting complete the application form and agree to uphold and honor all church doctrinal positions, including not displaying any photos, videos, information, or other communication about topics the church considers to be unconscionable. Such displays not permitted would include photos of nudity, same sex gender marriage or cohabitation, approval of promotion of sexual sin, or any other communication not approved by the church in advance of the services. Materials that are not permitted may not be used in any form on any church property whatsoever.

Conduct – Alcohol–Drugs–Tobacco

Persons and groups using MCBC facilities must refrain from the use of alcoholic beverages and/or illegal drugs prior to and during any activity at the MCBC. No alcoholic beverages or illegal drugs may be brought to the MCBC or served on the MCBC premises at any time. No event will be conducted or allowed if any member of the group is under the influence of alcohol or drugs. The use of tobacco products is not permitted on MCBC property, and all facilities are smoke free zones. Abusive or foul language and violent behavior are strictly prohibited on MCBC premises. Any person exhibiting such behavior will be required to leave the premises.

It is the responsibility of the event coordinator to explain these policies and ensure that they are followed by all attendees/participants of the event, as well as those who service the event (such as florist, caterer, photographer, videographer, etc.).

Keys

The event coordinator may be issued a key by a MCBC representative prior to the event. The key should be returned to the MCBC office on the first business day following the event. A MCBC representative will inspect all facilities used for damage, clean-up, etc., following the event. When the key is returned to the MCBC office, refundable deposits may be returned at the discretion of the MCBC representative.

Kitchen

Use of the kitchen is allowed for water and food preparations. A refrigerator for use is in the supply closet in the fellowship hall. The refrigerator and freezers in the main kitchen area cannot be used. The MCBC pantry is not available.

Fellowship Hall

If the Fellowship Hall is requested, the event coordinator is responsible for setting up and removing all decorations. A \$200 deposit is required for use of this room. If all decorations are removed and furniture and equipment returned to its assigned location, the deposit may be refunded.

Music

The Worship Pastor must approve all music to be used in an event or wedding ceremony at least one month prior to the event. The event coordinator must call the MCBC office to schedule an appointment with him to discuss music selections and the availability of sound/light technicians. The music on a CD should be delivered at this appointment, as well as a typed copy of the lyrics of each song to be used.

Sound equipment must be run by authorized personnel only. A fee of \$100 will apply to secure the services of an authorized sound/light technician. If an event requires PowerPoint slides, video, etc., displayed on the screens, an additional fee of \$100 will apply to secure the services of a second authorized technician. All accompanists and soloists must schedule all practices with the Worship Pastor.

Decorating

After the Request Form has been approved, a member of the MCBC staff can show the event coordinator the facilities and all items available for use during the event(s). Please note that MCBC will not be available for decorating until Friday on most occasions. Due to unexpected events that may arise, we ask that the event coordinator call the MCBC office before beginning to decorate. Please note that no tape, tacks, or colored putty should be used on pews, woodwork, or walls. In addition, birdseed, rice, bubbles, etc., are not to be used inside any MCBC buildings or outside in the main walkways.

A MCBC representative will move the pastor's podium, the box on which the podium sits, and the Lord's Supper table, choir/orchestra chairs, and music stands. Under no circumstances should the piano or other musical instruments belonging to MCBC be moved, as moving them interferes with tuning. The event coordinator is responsible for removing all decorations immediately after the event so that the facilities will be available for the cleaning service. Please make sure all decorations belonging to MCBC are returned to their proper place. Check with your florist/decorator to make sure that none of the MCBC's decorations are mistakenly taken with theirs.

Tablecloths

A \$20 per tablecloth deposit is required for the use of tablecloths belonging to MCBC. This deposit will be refunded upon return of tablecloths after they have been professionally cleaned and are returned unstained. If a tablecloth is stained and/or has not been cleaned, the deposit will be used to dry clean or purchase new tablecloth(s), and the deposit will not be refunded. Please note that the tablecloths are dry clean only.

Candles

Only drip less candles are to be used in the Worship Center, Fellowship Hall, and any other area of MCBC facilities approved for use. Large pieces of plastic are to be placed under the candleholders. The event coordinator should consider the airflow from air conditioning and heating vents, making sure that the plastic is large enough to catch any wax blown by the air. Please also note that candles should not be "blown" out; blowing them will cause wax to spill on the carpet.

A \$150 deposit will be required for use of candles for wax removal from carpet. If no wax is spilled, this deposit will be refunded. The person paying the candle deposit will be responsible for damage to and removal of candle wax from equipment or furniture. No candles whatsoever are to be placed on or near the piano or keyboards.

Flowers

Flower arrangements that belong to MCBC are not to be taken out of their containers or taken apart. If fresh flowers are used at the event, and the event coordinator wishes to leave any of them for use at the next worship service, please contact the MCBC office before the event.

Bride's Room/Groom's Room

The bride and her wedding party will have access to the Bride's Room. The groom and his wedding party will have access to Rooms A6, A7, and A8 on the north side of the Worship Center. If other rooms are necessary, a representative of the MCBC must be notified in advance so that arrangements can be made. A \$100 deposit will be required for use of these rooms. If all hangers, paper, etc., are removed from these after the wedding and all furniture returned to its original arrangement, this deposit may be refunded.

Officiating Pastor, Counseling, Vocalists, Musicians, & Others

The officiating pastor, vocalists, musicians, and any others to be involved in the wedding ceremony must be contacted and scheduled by the bride, groom, and/or their representative. If the bride and groom desire that the pastor of MCBC perform the ceremony, it is their responsibility to ask him personally. Please do not assume that he will be available. In addition, pre-marital counseling appointments are required by all Mount Carmel pastors. If another pastor is to perform the ceremony, he must be approved by the pastor of MCBC.

A fee will be charged for pre-marital or post-marital counseling that is requested by couples who are not members of MCBC, or whose ceremony is officiated by someone other than an MCBC pastor. Contact the pastor to discuss counseling options available through MCBC.

Payments or gifts to those who officiate, sing, play, or assist (other than those covered by the required fees) are the responsibility of and at the discretion of the bride and groom. If MCBC accompanists are used, the fee is at their discretion; however, a standard fee of \$150 each is suggested. The fee should be discussed with the accompanists when they are asked to provide services.

Rules for Outside Venues (Field, Gaga Ball Pit, Playgrounds, Pavilion, etc.)

Due to liability reasons we must establish rules for non-ministry outside events on our campus. It is the Event Coordinator's responsibility to communicate these rules to everyone attending practices or events, including all parents. Please help us communicate this information so that your organization can enjoy use of our campus:

An event form must be completed and approved prior to any use of our campus. Event forms can be found and submitted online through our website www.mcbccabot.com. Select "about us" and then "forms."

Complete the Event Scheduling Form. A representative from our church will contact you with approval or further questions.

Fields are available for reservation on the following days & times:

Monday, Tuesday, Thursday, Friday	6:15PM – 9:30PM
Saturday	7:00AM – 8:00PM
No activities are allowed on Sundays and Wednesdays	
No activities are allowed when other church events are scheduled	

Trash must be picked up and discarded at the end of each practice/event. Trash may be put in our church dumpster located behind the church.

Because of safety precautions, and to allow fire & rescue personnel adequate access, all cars must be in a parking space. Cars not parked in a parking space are subject to be towed at the owner's expense.

All children not involved with the team must be supervised at all times. A parent must be in direct supervision of any children playing on the playgrounds.

Our campus is tobacco and alcohol free, and we expect all participants and bystanders to refrain from the use of tobacco and alcohol while on church property.

There is no use of the church building during practices/events.

Refundable & Non-refundable Fees

Utilization of church facilities is subject to use and maintenance fees as detailed below to pay for the upkeep of the church facilities, utilities, janitorial, and administrative costs.

Deposits are due at the time of reservation. Any remaining fees are to be paid at least one month before the event. Make checks payable to Mount Carmel Baptist Church or MCBC.

One-half (1/2) of the fees marked with an asterisk (*) are refundable at the discretion of the MCBC representative when the MCBC key is returned to the MCBC office, and upon determination that the rooms have been cleaned, furniture returned, and that no damage to facilities and equipment is apparent.

*Wedding fee (includes use of the Worship Center, Fellowship Hall, Atrium, and/or Student Building)	\$100.00 (\$200 if after 6 pm on Saturday)
*Student Building Auditorium	75.00
*Student Building Cafe' (includes café kitchen)	75.00
*Bride's Room/Groom's Room deposit	50.00
*Fellowship Hall deposit	100.00
*Commercial Kitchen deposit	100.00
*Other rooms or areas	75.00
Audio/Visual technician fee (non refundable)	100.00
Additional technician fee (non refundable)	100.00
Funerals (building & facility use)	0.00

The following fees are fully refundable at the discretion of the MCBC representative.

Tablecloth deposit	20.00 per tablecloth.
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Tablecloths must be professionally cleaned prior to returning to church. If the church is required to have tablecloths cleaned, there will be no refund of the deposit.

Candle/Carpet cleaning deposit	150.00
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The event coordinator is responsible for cleaning the buildings before and after the event as well as informing the attendees (wedding party, guests, caterers, etc.) of these policies. This includes setup for Sunday school of any classrooms used and/or the Fellowship Hall. If the event coordinator would like MCBC to provide setup and takedown, add \$100 per item non-refundable (excluding technician fees), and advance notice must be given to MCBC at the time of reservation.

Affirmation

I affirm that I have read, understand, and agree to the above stated policies, and

- 1) I understand that MCBC does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict MCBC's faith.
- 2) To the best of my knowledge the purpose for which I am requesting use of MCBC facilities will not contradict MCBC's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to MCBC staff.
- 3) I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the MCBC's facilities that contradict the beliefs of the MCBC. I agree to promptly disclose any potential conflicts in belief to MCBC staff.
- 4) I understand that upon approval of my facilities use request, I will need to provide security deposits in the amount listed in this document, and a certificate of liability insurance for at least \$1,000,000 of coverage, and any other fees required by the MCBC.
- 5) I understand that the MCBC does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "MCBC Facility Use Policy," a copy of which I have read and understood.
- 6) I understand that I will be responsible for any damages to the MCBC facilities resulting from this proposed use of facilities.
- 7) The MCBC believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Signature

Printed Name

Date

Contact Phone Number

Please sign and date this request and return with the Wedding and/or Building Request forms

Mount Carmel Baptist Church Wedding Reservation Request

Completed, signed, returned and approved dates will be added to the MCBC calendar at that time.

Wedding date requested _____ Time _____

Name of person submitting the request _____ Date _____

Address _____

Phone Number _____ Email Address _____

Name of Bride _____ **Age** _____

Address _____

Phone Number _____ Email Address _____

MCBC Membership _____ YES _____ NO

Parents of Bride _____

Address _____

Phone Number _____ MCBC Membership _____ YES _____ NO

Name of Groom _____ **Age** _____

Address _____

Phone Number _____ Email Address _____

MCBC Membership _____ YES _____ NO

Parents of Groom _____

Address _____

Phone Number _____ MCBC Membership _____ YES _____ NO

Place of Wedding: Worship Center _____ Atrium _____ Other _____

Place of Reception: Fellowship Hall _____ Student Building _____

Rehearsal Date _____ Rehearsal Time _____

Will rehearsal dinner be held at the MCBC? _____ If yes, where? Fellowship Hall _____ Student

Building_____

Florist_____Decorator _____

Caterer_____

Will the pastor of MCBC be asked to officiate? _____ If not, who will, and with what church is he affiliated?

Please describe the marriage preparation counseling or training undertaken by the bride and groom:

Mount Carmel Baptist Church Reservation Request for non-wedding use of facilities

Please check the box below that identified your relationship with the MCBC

☐ MCBC Member ☐ MCBC-Sponsored Ministry ☐ Non-Member

☐ Non-Member Group/Organization

Contact Information:

Name of person and/or organization requesting use of facilities:

Address: _____ City/State/Zip _____

Phone Number: _____ Email address: _____

If the requested use is by an organization not affiliated with the MCBC, please briefly state the organization's purpose and mission:

Please list the organization's website, if any: _____

Regardless of type of user, please describe which MCBC facilities you are requesting use of, and the purpose for which you intend to use the facilities:

What dates and time are you requesting to use our facilities and which buildings?

Dates _____ Buildings _____ Times _____

Dates _____ Buildings _____ Times _____

MCBC Facility Use and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of _____
(hereafter referred to as the "Organization") of the city of _____, state of _____
shall be using the building(s) and grounds of Mount Carmel Baptist MCBC, Cabot, Arkansas, on the
following dates: From _____ to _____, for the purpose of

_____. (hereafter referred to as the "Activity").

I/We understand and agree that neither the MCBC, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/We release the MCBC, its trustees, employees, agents, or representatives from any claim for damages, injury or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the MCBC, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of \$1,000,000 in effect as of the date of the Activity. I/We agree to name the MCBC as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the MCBC prior to the date of the Activity.

Printed Name

Signature

Date Signed

Name of Insurance Company Providing Liability Insurance (if applicable):

Policy Number _____

Agent & Contact _____