

**MORNINGSIDE BAPTIST CHURCH ACTIVITY REQUEST**

Please complete the following form for ANY church activity that uses church resources or that you want included on the church calendar. Please check the church calendar to help avoid conflicts. Any church activities that are planned to be done away from the church should be considerate of other church activities. Do not schedule conflicts with church services or major church-wide activities. Return this activity request form (top sheet) to the church office a minimum of two weeks before your activity. Please keep the building and vehicle use policies for your reference. You will be notified only IF there are any problems concerning your request. If you need a church or vehicle key, see Facilities Manager Steve Wright to check out a key several days before the activity. If you change your activity, please turn in a new request. If you cancel the activity, please notify the church office.

NAME OF GROUP \_\_\_\_\_ TYPE OF ACTIVITY \_\_\_\_\_  
 PERSON IN CHARGE \_\_\_\_\_ HOME PHONE \_\_\_\_\_  
 CELL PHONE \_\_\_\_\_ EMAIL \_\_\_\_\_  
 NAME OF LOCATION WITH ADDRESS AND PHONE NUMBER IF ACTIVITY IS AWAY FROM THE CHURCH \_\_\_\_\_

Total Time Requested – (Includes ANY use of the building or supplies for setup, cleanup, cooking, decorating, or storage of equipment or food.)

STARTING DATE \_\_\_\_\_ STARTING TIME \_\_\_\_\_ AM /PM  
 ENDING DATE \_\_\_\_\_ ENDING TIME \_\_\_\_\_ AM /PM

Actual Time of Activity – (This is the published time of the activity.)

STARTING DATE \_\_\_\_\_ STARTING TIME \_\_\_\_\_ AM /PM  
 ENDING DATE \_\_\_\_\_ ENDING TIME \_\_\_\_\_ AM /PM

Resources Requested – include ALL the resources you will need with quantity. Please make arrangements with personnel BEFORE turning in request.

If you need Audio/Visual/Lighting services, it is your responsibility to secure approved Morningside AVL help. For personal non-church ministry activities, you must be willing to pay the AVL helper personally for their services, and you must coordinate any personal payment arrangements.

I have already made audio arrangements with the audio director (Ed Flower @ 313.213.0269) and my approved worker is \_\_\_\_\_

I have already made video and/or lighting arrangements with the video/lighting director (Richard Streeter @ 864.201.2172) and my approved worker is \_\_\_\_\_

I have already made facilities arrangements with the Facilities Manager (Steve Wright @ 864.616.9181).

Areas/Vehicles Needed	Equipment Needed/Qty	Supplies Needed/Qty
<input type="radio"/> Chapel	<input type="radio"/> Audio/Visual (Be specific)	<input type="radio"/> Bowls
<input type="radio"/> Fellowship Hall (Atkins #4)	<input type="radio"/> Chairs – Adult	<input type="radio"/> Cups – 12 oz.
<input type="radio"/> Gym	<input type="radio"/> Chairs – Children	<input type="radio"/> Cups – 8 oz.
<input type="radio"/> Kitchen	<input type="radio"/> Piano	<input type="radio"/> Forks
<input type="radio"/> Main Building 107	<input type="radio"/> Sports Equipment	<input type="radio"/> Knives
<input type="radio"/> South Wing	<input type="radio"/> Tables – 6'	<input type="radio"/> Spoons
<input type="radio"/> Room #(s)	<input type="radio"/> Tables – 8'	<input type="radio"/> Paper Table Cover
<input type="radio"/> Van 1 – Chevy (15 p.)	<input type="radio"/> Tables – 12'	<input type="radio"/> Plates – Large
<input type="radio"/> Van 2 – Ford (25 p./CDL)	<input type="radio"/> Tables – Round	<input type="radio"/> Plates – Small
<input type="radio"/> Bus 1 – Ford (37 p./air brakes/CDL)	<input type="radio"/> Coolers	<input type="radio"/>
<input type="radio"/> Bus 2 – International (48 p./no air cond./CDL)	<input type="radio"/> Chafing Dishes	<input type="radio"/>
<input type="radio"/> Driver's Name(s)	<input type="radio"/> Roasting Pans	<input type="radio"/>

Approved By:
Date:
Fees Received:
Notes:

**MORNINGSIDE BAPTIST CHURCH ACTIVITY AGREEMENT**

Morningside Baptist Church facilities were provided through God’s benevolence and by the sacrificial generosity of its church members. The church desires that its facilities be used for the fellowship of the Body of Christ and to bring God glory. Occasionally we make 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. However, no activities will be permitted that conflict with our religious purposes.

Morningside Baptist Church considers weddings conducted in or on its Church facilities to be Christian worship services. Because God has ordained marriage and defined it as the covenant relationship between a man, a woman, and Himself, Morningside Baptist Church will only recognize marriages between a biological man and a biological woman. Further, the pastors and staff of Morningside Baptist Church shall only participate in weddings and solemnize marriages between one man and one woman. As such, wedding services conducted in or on Morningside Baptist Church facilities shall only be weddings between one man and one woman.

Facility use will not be granted to persons or groups, members or non-members, holding, advancing, or advocating beliefs or practices that conflict with the church’s faith or moral teachings, which are summarized in, among other places, the church’s constitution and bylaws. Nor may church facilities be used for activities that contradict, or are deemed inconsistent with, the church’s faith or moral teachings. The pastor, or his official designee(s), is the final decision-maker concerning use of church facilities. This policy applies to all church facilities, regardless of whether the facilities are connected to the church’s sanctuary, because the church sees all of its property as holy and set apart to worship God (Colossians 3:17).

Therefore, by signing below, I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church’s faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church’s faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I understand that upon approval of my activity, I may need to pay fees required by the church.
4. I understand that the approval of my activity is also conditioned in part on my agreement to the requirements in this document, a copy of which I have received.
5. I understand that I may be held liable for any damages resulting from my activity.

Date \_\_\_\_\_

Organization \_\_\_\_\_

Position \_\_\_\_\_

Signature \_\_\_\_\_

## MORNINGSIDE BAPTIST CHURCH ACTIVITY POLICIES

**ACTIVITY REQUEST:** MBC staff must approve all activities that use any church resources or that are included on the church calendar. Please turn in an *Activity Request* to the church office to have your activity approved. If you must cancel or change an activity, please notify the church office at least one week in advance of the activity. All fees payable to Morningside are due at the time of turning in the activity request. *The hourly charge and the time limits of the activity include the entire time you use the building, including setup and cleanup time.* If your activity is cancelled prior to one week before the activity or is not approved, the fee will be returned. If you use the kitchen, you must notify the Kitchen Coordinator in advance. *Events at the church should not be for the purpose of fundraising or conducting business unless it will further a Morningside interest and has special permission.* Please note the following policies:

**OUTSIDE GROUPS:** Monday–Friday only. There will be a charge of \$25 per hour/per building for the use of the Chapel or Atkins Building (Minimum Fee: \$50/per building). If you are using both buildings at any time during your activity, then you may be charged the fee for both buildings for the entire length of the activity (including setup and cleanup time). The main building is not available. ***You are responsible for your own setup/cleanup and to follow all cleaning policies and procedures.***

**CHURCH MEMBERS (Private Activity (i.e.: Birthdays, Graduations, Reunions, Anniversaries, Receptions, etc. given for a present, former or prospective Morningsider):** Sunday–Saturday: no fees. Note: there is limited availability of the buildings on Saturday based on need and availability. The primary rooms available on Saturday will be Main Bldg,107, Atkins #4 (Fellowship Hall), Kitchen, and Gym. ***You are responsible for your own setup/cleanup and to follow all cleaning policies and procedures.***

**CHURCH ACTIVITIES (Small Individual Church Groups):** Sunday–Saturday: no fees. Note: there is limited availability of the buildings on Saturday based on need and availability. The primary rooms available on Saturday will be Main Bldg,107, Atkins #4 (Fellowship Hall), Kitchen, and Gym. ***You are responsible for your own setup/cleanup and to follow all cleaning policies and procedures.***

**CHURCH ACTIVITIES (Church-wide Groups):** Sunday–Saturday: no fees. General Cleaning is covered, but please follow all other policies.

**WEDDING ACTIVITIES:** Sunday–Saturday. Separate policies and fee schedule are available in the church office.

**PERSONAL VEHICLES:** Please do not use the church parking lot to display personal vehicles for sale.

**CHURCH VEHICLES:** Church vehicles are not available for loan outside of MBC Ministry use. There are no fees to use the church vehicles. The buses are not available for long-distance trips. Please observe the following guidelines:

1. Please don't plan to use the vehicle for any more time than you requested. (Don't pick it up early or drop it off late – other people may be planning to use the same vehicle.)
2. Please completely fill out the vehicle report for each trip. (Each vehicle has a notebook with vehicle reports.)
3. Please make sure you recruit an approved driver with an appropriate license/certificate for the vehicle they will drive.
4. Morningside will cover transportation costs for local Greenville area trips, but for trips outside of the Greenville area, your group should plan to cover transportation costs out of your church budget or by collecting money to cover only the transportation costs (gas and driver expenses) of the trip (please do not collect more than is needed in an attempt to make a profit for the church).

**GENERAL CLEANING INSTRUCTIONS:** You need to make sure that all rooms that were used for your activity are left clean and ready for use. Cleaning supplies are in the closet between the two restrooms in the Atkins building. Please observe the following instructions when cleaning the areas affected by the activity:

1. Vacuum carpet - do not vacuum over wet carpet or try to vacuum wet items, such as Jell-O. Please vacuum all areas used, including the hallway. The central vacuum hose may be found in the closet. This vacuum is plugged into the outlets in the wall to activate.
2. Please return all tables and chairs to their proper locations. They should be clean and set up ready for use.
3. Put all trash into the dumpster and replace all liners. Liners are found on the right when you enter the Atkins closet.

4. Wipe down stainless-steel counters in the kitchen with the appropriate cleaner which is found under the corner sink.
5. Dust mop gym floor.
6. Cleaning Wet Spots (All Groups):
  - a. When cleaning human body fluid, wear gloves and goggles before beginning.
  - b. Dry all wet spots with white paper towel or Pig Mat tablet.
  - c. Always leave white paper towel or Pig Mat tablet over the wet spot.
  - d. Please identify the wet spot: coffee, Kool-Aid, human body fluid, etc. on blue building report.

**CONDUCT AGREEMENTS:** Those in attendance at the activity must not go into areas of the building not reserved for your activity. No alcoholic beverages or tobacco products may be used on the church property. No illegal activities are allowed. No LP gas tanks are allowed in the building. Please maintain conduct that is pleasing to the Lord.

**KITCHEN INSTRUCTIONS:** The church will provide basic paper products and condiments (seasoning and coffee supplies) for all church ministries (not personal functions even if they are held at the church). Food items (including coffee) and any specialty paper products or condiments will need to be purchased by individual ministries. Please do not remove any kitchen supplies without reserving them. Please clean up completely following the instructions in the kitchen. For questions, please contact our Kitchen Coordinator, Beth Smith (864-905-7564).

**DECORATING INSTRUCTIONS:** Please do not hang or remove anything from the walls, ceilings, rafters, goals, light fixtures, or pews without first checking with the Facilities Manager for permission. Please do not move furniture or equipment from one room to the next without first getting permission. With permission from the Facilities Manager certain decorations (see book of loanable items) are made available for Church activities (not private activities) and should be cared for properly. For your safety and church liability, please stay out of locked utility rooms.

**BORROWING TABLES & CHAIRS:** Please see the Facilities Manager for permission. They are not available after Wednesday when there is a large dinner/reception that weekend.

**FOOD POLICY:** No food or drink is allowed in the Auditorium or Chapel. Water only please.

**LOCKING INSTRUCTIONS:** You need to see Facilities Manager Steve Wright to get a key to the building. Your key should be returned to the church office the next business day after the activity. **Please do not copy this key or share the code with anyone else.** I am personally accepting the responsibility for the key\_\_\_\_\_. Code to disarm alarm: \_\_\_\_\_ Code to arm alarm: \_\_\_\_\_ To clear, push cancel.

Instructions for entering the building:

1. Unlock only the door(s) that you will be using
2. Disarm all building alarms that you will be using within 30 seconds of entering.
  - a. Chapel, Atkins & Main Auditorium Building: key pad in closet across from Chapel #4
  - b. Atkins Building: key pad by single exterior door between Atkins #4 and firewall
  - c. Main Auditorium Building: key pad to the right of the firewall entry door by Atkins #4

Instructions for leaving the building:

1. Do not assume that anyone else will be locking up the building!
2. Secure **ALL** outside doors to the building (**even if you did not use other doors, they still need to be checked**). (You need to physically turn/push all outside knobs and latches to make sure they are locked. Then, please push/pull all outside doors to make sure they are secured.)
3. Make sure all lights are turned off and all inside doors are shut and locked.
4. Set the alarm according to the instructions above. You must exit the building immediately through the single door by the keypad.

Important Note: **If you push the wrong buttons on the alarm code, you can cancel that code according to the instructions listed above.** If you fail to call Steve Wright (864.616.9181) IMMEDIATELY if the alarm goes off for any reason while you are using the building the church could incur fees for emergency services.