



Pine Grove Missionary Baptist Church

Standard Operating Procedures for Scheduling Events and Meetings

MEMBERS and MINISTRY LEADERS

- **Regularly scheduled meetings & events** should be submitted to the church secretary Monday – Thursday from 9:00 am – 1:00 pm **no later than November 15th** so that the meeting/event can be added to the Annual Church Calendar.
- Information and Responsibilities for each request:
 - Request should include date, time and location for the meeting/event.
 - If the meeting/event requires assistance from any ministry, i.e. Sound, Audio (streaming), Video, Security, Culinary, etc., please provide the specific requirements needed when you submit the Facilities Request Form. **(see form in Appendix A)**
 - Submit the Facilities Request Form to the church office by email no later than 30 days prior to your meeting/event date
 - Once the meeting/event has been added to the annual church calendar, please notify the church secretary as soon as possible if the meeting/event is canceled or if the time/location changes.
Non-regularly scheduled meetings/events: Contact the church secretary Monday – Thursday from 9:00 am – 1:00 pm to schedule your meeting/event.
 - The Fellowship Hall cannot be used on the 2nd and 4th Saturday of each month past 4 pm. All activities must be over by 4 pm. The youth ministry has to set up for Children’s Church. No set ups can be done on Sunday. **Also, each church ministry is responsible for setting up and taking down (tables & chairs) when using the Fellowship Hall.**

Non-Ministry Meetings & Events

- Complete the fillable form in **Appendix A**
- Submit the Facilities Request Form to the church office and Trustee Ministry no later than 30 days prior to your meeting/event date. Note: See email addresses below
- See Facility Use Guidelines in **Appendix B**
- See **Appendix C** for Fees

PINE GROVE MISSIONARY BAPTIST CHURCH CONTACT INFORMATION

Phone: 256-837-8370

Email:

Church Office: admin@pinegrovembc.org

Trustee Ministry: trustee@pinegrovembc.org

Address: 759 Pine Grove Road, Harvest, AL 35749

Culinary Ministry Leader: Sis. Bea Horton, 256-425-6066

APPENDIX A

FACILITY USE REQUEST FORM

Name of requesting individual or group: _____

Are you a member of Pine Grove? Yes _____ No _____

What facility and/or equipment are you requesting? (Check all that apply)

_____ Main Sanctuary _____ Fellowship Hall _____ Security
_____ Conference Room _____ Classroom(s) _____ Kitchen (Culinary)
_____ Visual _____ Audio/Sound _____ Recording
_____ Health & Wellness Ministry (church sponsored activities only)

Date facility is requested: _____

Is this a recurring event? _____ Is so, what dates do you want the facility? _____

Hours requested: Begin: _____ End: _____

Approximate # of people attending the event: _____

Brief description of the event and specific audio and video needs:

(Fee schedule and guidelines are provided in Appendix B and Appendix C.)

Signature of person requesting the facility: _____

Printed Name

(Contact Phone Number)

For office use only:

Request received by: _____

Date request received: _____

Approved by: _____ **Date:** _____

Notified by: _____ **Date requestor notified:** _____

APPENDIX B

FACILITY USE GUIDELINES

1. This information is for anyone requesting the use of Pine Grove M.B. Church facilities.
2. All church-related and non-church related activities requiring either the Fellowship Hall or other facilities must be scheduled via the church office and a Facility Request Form is completed and emailed to church office and Trustee Ministry.
3. A representative from the Culinary Ministry must be on the church premises during all church-related and non-church-related activities that involve the kitchen. This person will arrive prior to the event to unlock the facility, remain onsite until the activity is completed, then ensure that the building is locked.
4. For all church-related activities, facility must be cleaned immediately after the event by the ministry using the facility.
5. **For all non-church-related activities, a refundable Damage Deposit of \$200.00 is required and due at time of reservation submission. This must be paid in person within five (5) business days Monday – Thursday between 9 am and 1 pm.**
6. No food will be left on shelves, in the freezer, or refrigerator after an event/activity. **Any food left will be discarded no later than Wednesday following the activity.**
7. **All ministries using the Fellowship Hall will be responsible for setting up and taking down tables and chairs. No tables or chairs will be left on the floor.**
8. Anyone requesting the use of the Fellowship Hall or anyone catering for any church organization must bring their own utensils, paper products (plates, cups, etc.) and dish towels. *Use of church items is not authorized without prior permission from the Culinary Ministry Leader and must be requested when submitting Facility Request Form.*
9. All Sound, Recording, Audio (Streaming), and Visual (A/V) equipment for any event will be operated by trained church personnel from the PGMBC Audio Visual Ministry team only. For non-church related activities, the cost for audio/visual support is assessed separately. See Fees List.
10. The Facilities Request Form must be submitted no later than 30 days prior to the event to the church office Monday through Thursday between the hours of 9:00 am – 1:00 pm. The Facilities Request Form must be emailed to the church office and Trustee Ministry using the email addresses listed below. **The payment for the use of the facility and all associated fees will be due thirty (30) working days prior to the event.** All checks are made payable to Pine Grove M. B. Church and submitted to the church office. **NO CASH.**
11. The designated trustee will contact you with the decision on your request and with further instructions.
12. In order to receive a **Cancellation Refund** of any monies paid for facility usage, cancelation notice must be received no later than 10 days prior to the scheduled event. **NO** refund will be provided unless the cancelation is due to an unforeseen emergency such as death, act of God, facility disrepair, safety reasons/concerns as determined by the church. Issues not listed will be considered on a case by case basis by the Trustee Board.
13. Pine Grove is a smoke, drug and alcohol-free and secular music-free facility.
14. **NO FURNITURE WILL BE MOVED FROM CLASSROOMS OR BUILDINGS WITHOUT PRIOR APPROVAL OF TRUSTEE BOARD POC.**
15. **No secular events to include music, dancing, movies, other activities, etc.**
16. **Foul language is prohibited.**
17. **The Fellowship Hall's maximum capacity is 200 people. NO EXCEPTIONS.** (Dimensions: W – 53' 5", L – 69' 10")
18. **The Sanctuary's maximum capacity is 741 people.**

**PINE GROVE MISSIONARY BAPTIST CHURCH
FACILITY USAGE LIABILITY STATEMENT**

I affirm that:

1. The church facility(ies) will be used in a way consistent with biblical Christian principles. I understand 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. I will be responsible for any and all damages to the church facility(ies) resulting from this proposed use of the facility(ies).
3. To the best of my knowledge, the purpose for which I am requesting use of the church facility(ies) will not contradict the church's faith and I commit to promptly disclose any potential conflict of which I am aware or become aware of to the church.
4. I will comply with all Facility Use Policies and Rules whether they are specified or implied and unconditionally agree to remise, release, and hold harmless the Pine Grove Missionary Baptist Church, its employees, Pastor, Deacons, Mothers, Ministers, Trustees, and Members against any and all actions, claims, damage(s), demands, injury(ies), liability, and/or loss resulting from the use of this facility(ies).
5. I am over 18 years of age and am legally authorized to sign this agreement and understand the terms herein are contractual, and that I have signed this agreement of my own free will.
6. **I UNDERSTAND THAT IF MY EVENT OR PRACTICE OR REHERSAL EXTENDS PAST THE SUBMITTED TIME RESERVED FOR THEM, THEN I AM RESPONSIBLE FOR PAYING THE ADDITIONAL CHARGES FOR ALL SUPPORT STAFF WITHIN FIVE (5) DAYS OF THE CONCLUSION OF MY EVENT.**
7. **THIS STATEMENT MUST BE SUBMITTED WITH FACILITIES REQUEST FORM**

PRINTED NAME OF USER/CONTRACTOR

DATE

SIGNATURE OF USER/CONTRACTOR

DATE

MAILING ADDRESS

PHONE NUMBER

APPENDIX C

FEES

Note: Pine Grove M.B. Church members are prohibited from renting Pine Grove M.B. Church facilities for non-members, to include family members.

Wedding, Funerals, and Other Events (Non-Members)

ALL FEES ARE PAYABLE TO PINE GROVE MISSIONARY BAPTIST CHURCH

- Weddings (includes Sanctuary and Fellowship Hall) is \$1100.00. A \$100.00 Kitchen Usage Fee will be refunded if kitchen is cleaned satisfactorily, no items missing, no items damaged, and trash is secured at the conclusion of event. Refunds are issued by check from PGMBC within 30 days of event conclusion.
- Additional \$40 per hour, per person for sound, audio (streaming), visual, and/or security support. Sound, audio/visual and security support will be billed in 30-minute increments with a minimum of one hour, to include rehearsals and practices. Fees for support will be determined when facility is booked, payable no later than thirty (30) days prior to event. Security may be provided, if requested, for a fee.
- PGMBC strongly suggest that events conducted during the hours of darkness use either a licensed security company or duly sworn officer of the law.
- **MUST COORDINATE DIRECTLY WITH MINISTER AND MUSICIANS FOR THEIR FEES. THESE FEES WILL BE PAID DIRECTLY TO THEM.**
- Rehearsal Dinners, Receptions, Showers, Seminars, and Meetings. (Includes Fellowship Hall) \$575.00 (does not include food). \$100.00 will be refunded if kitchen is cleaned satisfactorily, no items missing, no items damaged, and trash is secured.
- Funeral (Sanctuary only) **No Charge for facility**
- Repast (Fellowship Hall) is \$350.00. \$100.00 refunded if kitchen is cleaned satisfactorily. Must supply your own food and paper products.

Weddings, Funerals, and Other Events (Members)

- Requests for PGMBC Pastor's services should be made as early as possible through church office.
- Weddings, Rehearsal Dinners, & Receptions (includes Sanctuary, Fellowship Hall & kitchen) **No Charge** for facility (does not include food) Must pay for musicians, minister, & fee for sound, audio (streaming), visual, security support (Fees will be determined when facility is booked).
- Funerals (includes Sanctuary Fellowship Hall & kitchen) No Charge for facility or food. No charge for musicians, minister, sound, audio/visual, security support.
- Showers, Dinners, Family Gatherings, Non-Ministry Events, etc... \$375.00 (does not include food) Additional \$40 per hour, per person for sound and audio/visual support. Sound and audio (streaming), visual support will be billed in 30-minute increments with a minimum of one hour required. Fees for support will be determined when facility is booked, payable no later than thirty (30) days prior to event. Security may be provided if requested for a fee.

OTHER EVENTS FOR FELLOWSHIP HALL

No secular music, no dancing, no foul language

	MEMBERS	NON-MEMBERS
RETIREMENT EVENTS	375.00	475.00
GRADUATION EVENTS	375.00	475.00
FAMILY REUNION	375.00	475.00
CHARITABLE EVENTS	375.00*^	475.00*^
BRIDAL/BABY SHOWERS/BIRTHDAY EVENTS	375.00	475.00
COMMUNITY EVENTS/CELEBRATIONS	375.00**^	475.00**^
NON PROFIT ORGANIZATIONS (501 eligible) (To include Greek Fraternities & Sororities)	375.00*^	475.00*^

***Facility usage is free once per quarter per sponsor. Any additional events within the same quarter will incur the price listed above.**

****Facility usage is free once per quarter per sponsor if event benefits the public/community (This will be determined case-by-case). Any additional events within the same quarter will incur the price listed above.**

^The church leadership reserves the right to grant exemptions, as needed.

Clean Up Checklist for Church Facilities

Kitchen

1. Wash, dry and put away all church dishes/utensils used. ____
2. Make sure all counters and sinks are cleaned. ____
3. Sweep & mop floor. ____
4. Dispose of any food and do not leave any food in refrigerator. ____
5. Do not leave any open food on shelves. ____
6. Wash any non-disposable items to include utensils and dishes. ____
7. Clean sink. ____
8. Clean steam table, if used. ____
9. Take all trash-to-trash cans, replace liners, and do not leave any trash or trash bags on ground. All trash that does not fit in the garbage cans must be tied up and placed on top of the garbage cans. ____
10. Sweep floor and mop up any spills, if needed (Please clean up all spills ASAP)

Bathrooms

1. No trash on floor and toilets are flushed. ____

Trash

1. Empty all trash cans used during the event. Replace plastic liners. ____
2. Break down all aluminum pans before putting them in trash. ____
3. Break down all boxes before putting them in trash. ____
4. All food bagged prior to putting it in trash cans. ____
5. Make sure nothing is left lying around in the areas used. ____

Other

1. Report anything that has been broken. It will be your responsibility to replace anything broken by you or your guests during the hours you have reserved the church facilities. ____
2. Trustees and ministry leaders ensure all lights are turned off and all doors are locked. ____
3. Event attendees are confined to the area(s) requested. **NO WONDERING AROUND CHURCH FACILITIES.**