

## **ORANGE GROVE MISSIONARY BAPTIST CHURCH**

### **BUILDING RENTAL AGREEMENT PROCEDURE/APPLICATION**

The Orange Grove Missionary Baptist Church (OGMBC) may allow the rental of building space only in the Christian Education Facility as outlined in the attached guidelines. The sanctuary and other properties are not available for rental. No rentals will be honored on holidays or holiday weekends. The rental of the facility shall not be used for profit/fundraising activities. The mission of the church will always be the leading force of the activities that will be supported by OGMBC. Although OGMBC is committed to serve the community, the city and other areas as realized, our first and foremost commitment is to the Lord Jesus Christ.

The facilities of Orange Grove Missionary Baptist Church have been constructed to the Glory of God and are held in trust for the members of OGMBC by the Trustee Ministry. The Trustees are responsible for the maintenance and care of the facilities and determining its use.

Decisions for the use of the facility will be primarily made by the Trustee Ministry. This decision will be based upon the church calendar, space availability, the type of event requested, Trustee designee(s) availability, and any other guidelines that have been implemented.

In the interest of safety reasons, Orange Grove Missionary Baptist Church Covid protocols requires the use of masks.

### **BUILDING RENTAL PROCEDURE**

1. The initial contact should be made with the Building Rental Liaison (BRL), La Tonya Bridges, at 919-308-3641 or lybridges0321@yahoo.com.
2. The completed application and the applicable deposit (by cash, check, or money order payable to OGMBC) should be returned to the BRL within 30 days of the scheduled event. All applications and deposits received less than 30 days in advance will incur a \$25.00 non-refundable fee.
3. If approved, the event is placed on the church calendar by the Administrative Office.
4. The BRL will process the application and payment through the financial procedure of the church.
5. The BRL will contact the renter to confirm the scheduled event, review the information, and will answer any questions that the renter may have at that time.
6. The BRL will contact all other personnel as needed according to the application and conversation with the renter.
7. The BRL will follow through until the scheduled rental to ensure that all details are attended to prior to the event.
8. A Trustee designee(s) will perform a pre-event inspection with the renter.
9. A Trustee designee(s) will remain at the event until completion.
10. A Trustee designee(s) will perform a post-inspection with the renter to ensure that the space is returned to the original condition.

**BUILDING RENTAL PRE/POST CHECKLIST**

Date of Inspection \_\_\_\_\_

Time of Pre-Inspection \_\_\_\_\_ Time of Post-Inspection \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Address of Applicant/ Organization \_\_\_\_\_

Nature of Event \_\_\_\_\_ Email \_\_\_\_\_

**INSPECTION CHECKLIST****PRE-EVENT INSPECTION POST-EVENT INSPECTION**

PRE-EVENT INSPECTION	POST-EVENT INSPECTION
___ Requested furniture available for event	___ Furniture returned to original setting
___ Trash cans empty	___ Trash removed and cans re-lined
___ Floors swept and mopped	___ Floors swept and mopped
___ No spillage/soiling	___ All spillage/soiling cleaned
___ Bathrooms cleaned/trash emptied	___ Bathrooms cleaned/trash emptied
___ Tables have been wiped clean Tables have been wiped clean and sanitized	___ Tables have been wiped clean and sanitized
___ Kitchen is clean (counters, stovetop, sink and floor)	___ Kitchen is clean (counters, stovetop, sink and floor
	___ All food removed from kitchen

If plumbing and/or lighting issues arise during the event, contact the Trustee designee at the time of discovery.

Renter Initial \_\_\_\_\_

Trustee Initial \_\_\_\_\_

**COMMENTS/FINDINGS**


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I, \_\_\_\_\_, as the responsible party for this event, have inspected the building and sign in agreement with the findings. If damages are noted, I acknowledge it may affect the refund of my deposit.

Renter: \_\_\_\_\_ Date: \_\_\_\_\_

OG Designee: \_\_\_\_\_ Date: \_\_\_\_\_

**APPLICATION FOR RENTAL OF CHURCH FACILITIES**

Date of Application: \_\_\_\_\_

Name of Applicant \_\_\_\_\_ Telephone \_\_\_\_\_

Name of Organization (if applicable) \_\_\_\_\_

Address of Applicant/Organization \_\_\_\_\_

Date of Event \_\_\_\_\_ Time of Event (From-To) \_\_\_\_\_ (Includes set-up/ breakdown &amp; cleaning)

Nature of Event \_\_\_\_\_ Email \_\_\_\_\_

Number of Guests \_\_\_\_\_

Will food be served? Yes \_\_\_\_\_ No \_\_\_\_\_

**Cooking is not allowed in the kitchen. All food must be prepared prior to the event.****RENTAL FEES:**

	<b>Member</b>	<b>Non-Member</b>
Multipurpose Room	\$300/3hrs (\$50.00/add'l hr)	\$200/hr
Multipurpose Room/Kitchen	\$300.00/3hrs (\$50.00/add'l hr)	\$250.00/hr
Conference Room	\$100.00/3hrs	\$100.00/hr
Classroom	\$50.00/3hrs	\$50.00/hr

**\*\*\*\*\*No food allowed in the conference room and classrooms; bottled water only) \*\*\*\*\*****MISCELLANEOUS FEES:**

Parking Attendant	\$25.00/hr (OG determines when Parking Attendant is necessary based on the size/nature of event)
Security Guard	\$200.00/4hrs (OG determines when Security Guard is necessary based on the size/nature of event)

**Equipment Request:**

\_\_\_ Microphone(s)      \_\_\_ LCD Projector      \_\_\_ Projection Screen  
 \_\_\_ Chairs (#) \_\_\_\_\_      \_\_\_ Tables (#) \_\_\_\_\_  
 \_\_\_ Other (Please specify) \_\_\_\_\_

**SIGNATURE LINE**

If this application is approved, the conditions on the prior page of this application will be observed. The above named applicant/organization agrees to assume all responsibilities for damages, loss, or other liabilities arising from the use of the Church's facilities.  
A \$100.00 refundable deposit is required at the time of application.

SIGNED: \_\_\_\_\_

For Official Use Only

Approved: \_\_\_\_\_

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

Building Rental Liaison

Total Rental Amount: \_\_\_\_\_ Deposit Amount Received: \_\_\_\_\_ Date: \_\_\_\_\_

## **RENTAL POLICY**

1. Events sponsored by the Orange Missionary Baptist Church (hereafter "Church") have first priority for use of the Church facilities.
2. The maximum capacity for the multipurpose room is 75 people, 20 for classrooms, and 30 for the conference room.
3. When not in use by the Church, facilities may be available for rental. An application shall be submitted to the Building Rental Liaison (BRL) at least 30 days in advance. Rental requests after the 30 days' time period will be assessed a late application fee of \$25.00. The building is available Monday-Saturday only. All events must conclude (including cleaning) no later than 9:00pm Monday-Friday, and 6pm on Saturday. Applicants must supply the serving/eating utensils/items needed for the event. OG supplies are not available for use.
4. Youth groups using the multipurpose room must be supervised by a responsible adult at all times. The applicant will be responsible for the conduct of all attendees connected with the activity.
5. Upon approval of the application by the BRL, the applicant shall be notified of any relevant rental charges. Charges will vary based on the nature of the activities, space requirements, and custodial/parking/security services required.
6. A \$100.00 refundable deposit is required from each applicant, applicable to both member and nonmember, at the time of application. The deposit shall be returned to the applicant within 15 days after satisfactory inspection of the rented space for any damage. The full rental fee MUST be received by the church admin or the BRL at least 15 days prior to the scheduled event.
7. Members renting the church facilities must be the primary user. Members are prohibited from renting church facilities on behalf of non-members to benefit from the members' fee. No sporting events may take place in the multipurpose room.
8. Church facilities will not be available for any activity that is secular in nature and contrary to the Church's Mission.
9. Smoking and alcoholic beverages are not permitted on Church premises.
10. Adhesive tape may not be used on walls, nor objects hung on the drapes or ceiling; nor may push-pins/thumbtacks be affixed to the walls of the rental facilities. The removal of Church equipment (i.e., chairs, tables, overhead projectors, etc.) from Church premises is prohibited. Decorations such as streamers, color ornaments, flowers and balloons are to be properly disposed of at the end of the event.
11. Beverages and/or food items are permitted only in the multipurpose room and kitchen. Only bottled water is allowed in the conference room and classrooms.
12. If the room is reconfigured for the event, it must be returned to its original setting prior to departure. (We recommend taking a picture of the rental space prior to event)
13. Applicant must submit proof of liability coverage and/or sign a waiver of liability and consequential damages (page 5) prior to the rental date of this application. Absence of this document will render the application null and void.
14. The signer of this application shall assume full responsibility for damages or loss during the use of the Church facilities.
15. Approved applications are not transferable and are subject to cancellation by the Church.

**RELEASE OF LIABILITY**

By signing this agreement, I waive my rights to bring any legal action now or at any time in the future to recover compensation or to obtain any other legal remedy for any injury to myself or my property arising out of the use of the Orange Grove facilities. This release extends to all people in attendance at my event. I agree, as permitted by law, to defend, indemnify, and hold harmless Orange Grove, its employees, agents and assignees, from all liability, claims, actions, damages, costs, and expenses including reasonable attorney fees and costs, arising out of the negligent act or omission of any person using the Orange Grove facilities.

Signed: \_\_\_\_\_

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