



NEW SALEM MISSIONARY BAPTIST CHURCH

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Rev. Kaleb D. Barnum, *Senior Pastor/Teacher*

www.newsalemtampa.org

POLICIES AND PROCEDURES

REQUEST FOR SPECIAL EVENT OR MEETING SPACE AND FACILITY RENTAL

I. POLICIES

1. Any request for use of a New Salem M.B. Church facility acknowledges that the facilities are to be used with the utmost care and respect for the community we serve.
2. These policies and procedures apply to all current Church facilities, which include, but not limited to the sanctuary, the Jackson/Saunders Fellowship Hall, and all classrooms.
3. Users should make one visit to see space desired. This will also aid in determination of needs.
4. Each group must sign a contract for space rental and a waiver and release of liability. Each group must secure its own insurance and provide New Salem Missionary Baptist Church with a Certificate of Insurance that provides a limit of liability of at least **\$1,000,000.00**.
5. The attached schedule of fees applies to all building use. We estimate that it costs the parishioners of New Salem Missionary Baptist Church about \$150.00 an hour for building use, which includes utilities, insurance, maintenance and repairs, and janitorial services.
6. No alcoholic beverages or illegal substances are allowed on any part of the Church property.
7. Janitorial services for users are \$25.00 per hour—with a one-hour minimum charge. This includes set-up and clean up.
8. Coffee, other refreshments, and containers, etc. must be provided by the user. For ongoing use, arrangements may be made with the church office for storage space.
9. Needs for space and services must be finally determined no later than two weeks prior to the event. Changes cannot be made after this time.
10. The Senior Pastor/Teacher, along with the Deacon staff, must approve use of NSMBC musical instruments.
11. Church furnishings will remain in their usual Sunday configuration unless previously arranged with the Deacon's Ministry or Senior Pastor.
12. Payment for the use of New Salem Missionary Baptist Church facilities and services will be made two weeks in advance.
13. Absolutely no food or drinks, bubbles, bird seed, etc., are allowed in the main sanctuary.
14. Smoking, gambling, and profanity are prohibited on **ALL** church property.
15. In order to preserve Church facilities, you must have approval from the New Salem Deacon Ministry before temporarily affixing anything to the wall. In some circumstances, the Church

will provide you with the materials to use if you desire to temporarily affix materials to the walls.

16. **No items may be permanently affixed to the walls, doors, etc. of any room.**

17. You must be at least **21 years** old to request use of any Church facility.

II. PROCEDURES

1. If you are representing a Ministry of New Salem, to request an event or facility, you must submit a **Request for Facilities & Space Request** form to the church office secretary for approval. The form should be submitted **at least 30 calendar days prior** to the scheduled event.
2. If you are **not** a New Salem Ministry, but are a New Salem Member, a corporation, business, non-profit group, etc., you may request space by completing a **Facility Rental Agreement** form and submitting it to the church office secretary for approval. The form should be submitted **at least 30 calendar days prior** to the scheduled event.
3. All requests must be submitted to the church office secretary, either in writing or by submitting a completed **Request for Facilities & Space Request** form found on the “Forms” tab of our church website (<http://www.newsalemtampa.org>). Telephone inquiries are acceptable; however, no facility or date is guaranteed until all necessary documents are approved and applicable fees paid. **NO FAX REQUESTS ACCEPTED.**
4. A **Facilities and Space Request** form must be submitted, in writing or online, and approved by the Chairman of Deacons or a designee, prior to an event being announced, scheduled, or publicized.
5. Space requests will be approved based upon **availability** and on a **first come, first serve basis**. Once a date and space have been approved, an approved copy of your request form will be returned to you within ten (10) business days of submitting the request.

III. Facility Rental

1. New Salem M.B. Church offers its facilities for rental to individuals, Churches, non-profit community-based organizations, corporations, event planners and associates. However, all persons seeking to utilize this facility must keep in mind the purpose of this facility, which is to uplift and minister to families.
2. All New Salem sponsored revenue-generating events are subject to operational fees for use of the facility.
3. To secure a date and space, the following are required:
 - i. The requesting party must complete a **“Facility Rental Agreement”** form and submit it to the Chairman of Deacons at least **30 calendar days prior** to the event.
 - ii. A **security deposit** equal to **25%** of the room rental fee or **not less than \$100** must be submitted with the signed **“Facility Rental Agreement”** in order to reserve a date and space.
 - iii. The facility reservation is confirmed only after the Chairman of Deacons or designee, has approved and signed the **“Facility Rental Agreement.”** Upon approval, you may announce or publicize your event.
 - iv. Upon confirmation, the requestor will enter into a **“Facility Rental Agreement”** which will bind the legal obligations of the requestor and New Salem M.B. Church.

4. Facilities and Space requests will be approved based upon **availability** and **on a first come, first serve basis**. Once a date and space have been approved, an approved copy of your request form will be returned to you within ten (10) business days.
5. The facilities are available for half days (four hours) or full days (eight hours) between the hours of **8:00 AM through 10:00 PM, Monday through Saturday**.
6. See the pricing sheet for information regarding rates. **Rates are subject to change without prior notice.**
7. All facilities must be left in the same condition as before the event started. Checklists will be provided before and after the event.
8. Decorations must be removed when the group leaves the building. The use of cellophane, adhesives, nails, screws, staples, etc. in the walls or woodworks or on windows is prohibited. All decorations must be fireproof or made of fire retardant materials.
9. Birdseed, rice, confetti, nor flower petals are allowed to be thrown at any event.
10. Reservations may be accepted one year in advance, or less, of the event. However, facility rental fees are subject to change without prior notice.
11. Hours requested on the application should include set-up and cleanup times. Setup and cleanup are the responsibility of the applicant. **All events, including cleanup, must conclude by 10:00 PM. Additional overtime charges may apply.**
12. Weekend rentals, including Friday evenings after 5:00 PM and holidays, may require additional charges.
13. **Approved Applications for Facility Rental and Facility Rental Agreements are non-transferable.**
14. Reservations for use by Youth Groups must be completed by an Adult Sponsor.
15. At the discretion of the Chairman of Deacons, additional security officers, staff, kitchen attendants, and/or insurance may be required at the applicant's expense.
16. The applicant whose signature appears on the rental contract should arrive at the starting time designated and be present until the end of the event. If the applicant cannot be present, he/she should designate an individual and write that name on the contract as well as their own name.
17. Incremental costs for services of amenities may apply to your event. These items will be discussed and finalized at the signing of the **Facility Rental Agreement**.
18. No events will be scheduled whenever the use of the facilities may interfere with previously scheduled **"ALL CHURCH EVENTS"**.
19. **Reservations may be revoked where there has been a violation of these policies and procedures, or where the mission, purpose, goals or objectives of the requesting entity are inconsistent with the mission of New Salem M.B. Church.**
20. All approved applicants for facility rental will receive and must acknowledge receipt of these policies and procedures. It is the applicant's responsibility to familiarize themselves with the contents of this document.

IV. SECURITY DEPOSIT & CANCELLATIONS

1. See Rental Rate Sheet to determine security deposit amount. The **security deposit** must equal **25%** of the room rental fee or **not less than \$100**.
2. The security deposit must be submitted with the rental application, and must be in the form of a certified check or money order payable to "New Salem M.B. Church".

3. The security deposit will be applied to the rental fee. If space is requested less than 30 calendar days before the event, then the entire amount is due when the rental application is submitted.
4. The security deposit, **minus an administrative fee**, is refundable only if the applicant cancels the event **30 calendar days before** the scheduled event. The **administrative fee equals 25% of the security deposit.**
5. The applicant will be charged for any expenses resulting from the Applicant's cancellation of the event.
6. If the event is **cancelled less than 30 calendar days** before the scheduled event, the security deposit is **non-refundable**.

V. RENTAL FEE & FINAL PAYMENT

1. Refer to the **Rental Rate** document for room rental fees (additional fees may apply for services and amenities).
2. The **full balance** (including incremental costs for services or amenities) must be paid no later than 30 calendar days before the date of the event. **NO EXCEPTIONS.**
3. The balance due must be tendered in the form of a **certified check or money order** payable to "New Salem M.B. Church". **NO CASH WILL BE ACCEPTED.**

VI. INSURANCE REQUIREMENTS

1. All renters are required to provide a **Certificate of Insurance** with the following **combined single limit of \$1,000,000** for:

General Liability, Property Damage and Bodily Injury.

- The certificate must name "New Salem M.B. Church, its Agents, Officers and Employees" as additional insured and state that insurance will not be canceled without 30-calendar days advance written notice to the Chairman of Deacons for New Salem M.B. Church.
2. Rental insurance certificates must be received by the Chairman of Deacons 30 Calendar days prior to the event. **Failure to timely provide a certificate of insurance will cancel your event and your security deposit, minus the administrative fee, will be refunded** if canceled no less than 30 calendar days before the event date.
 3. Organizations with insurance through a parent organization may issue one proof of insurance which names New Salem M.B. Church, its agents, officers and employees, as an additional insured for the full year for all of the organization's uses.



**ACKNOWLEDGEMENT OF RECEIPT
FACILITY RENTAL
POLICIES AND PROCEDURES**

I have received a copy of the **NEW SALEM M.B. CHURCH POLICIES AND PROCEDURES FOR SPECIAL EVENT OR MEETING SPACE AND FACILITY RENTAL REQUEST.**

I am aware that it is my obligation to familiarize myself with its contents.

(Print Name)

(Signature) (Date)

