

Metropolitan Baptist Church

2283 North Fair Oaks Avenue

Altadena, CA 91001

Pastor Tyrone L. Skinner, D. Min.

Church Office (626) 798-8611 E-Mail: MBCALTA@sbcglobal.net

Prayer Line (626) 798-8630 Website www.metrobcalta.org Fax (626) 798-6245

Request for Church Use/Rental

1. Name of Requestor _____
 2. Address _____
 3. Phone _____ Cell/FAX _____
 4. Date of Event ____ / ____ / ____
 5. Begin Time _____ (am/pm) End Time _____ (am/pm)
 6. Purpose _____

 7. Are you willing to comply with the policies and guidelines concerning the use of the Metropolitan Baptist Church? Yes _____ No _____
 8. Will you provide proof of insurance for damages or Paramedic request that covers this event?
Yes _____ No _____
 9. Have you or your organization used these facilities before? Yes _____ No _____
 10. Donation _____
 11. Name of Pastor or Chairperson and organization _____

- Signature _____ Date: _____

PLEASE SEE REVERSE SIDE

NOTE: All Funds must be in Cash or in the form of a Cashier's Check or Money Order and submitted to the Church Office two (2) days prior to the day of the event.

SANCTUARY RENTAL GUIDELINES

The Metropolitan Baptist Church Sanctuary may be rented for events that relate to a spiritual nature or function of the church. Any event deemed to be of an unsuitable nature, or unlikely to conform to the approved church usage policy will be declined. Approval for use of the Metropolitan Baptist Church must have the concurrence of the Pastor, the membership, or the Deacons.

Dress Code

WOMEN – No shorts or halter tops of any kind are permitted. Shoes must be worn at all times.

MEN – No shorts. Hats or caps of any kind must be removed before entering the sanctuary (unless medically necessary). Shoes and shirts must be worn at all times.

Christian Conduct

- No smoking, illegal drugs or drinking of any alcoholic beverages *are* permitted in or outside of the church facilities.
- No food or beverages are permitted in the church sanctuary or in the hallways.
- Use of foul language, *i.e.* swearing, cursing, etc., are prohibited on church grounds.
- Nothing indicating gang affiliation will be allowed – no gang colors, slogans or gang signals are allowed.
- Any DVD/Slideshow to be shown must be cleared for content by church media personnel three (3) days in advance of the event. Otherwise it will NOT be shown. The video must be approved for viewing. Any content not suitable for church must be deleted in order for viewing to be allowed.
- Procedures prescribed by the presiding minister must be adhered to during the ceremony being conducted.
- Removal of attached equipment will not be allowed unless specifically approved by Trustees.

It is the responsibility of those renting the facility to **ensure** all those in attendance adhere to all guidelines stated. Failure to adhere to any of the above requests, automatically gives us the right to cancel the use of the facilities.

Decorations

- Decorations that are distasteful or that leave holes or tape residue or other damage are not allowed.
- Balloons will not be permitted (due to high ceilings).
- No decorations may be attached to any of the pews/furniture/woodwork with tacks, pins, or nails.
- No pulpit or altar furniture is to be removed or altered.

(OVER)

- Flowers must be placed in containers that will prevent water damage. Flowers are not to be placed on musical instruments.
- Florists are required to check with the church office personnel prior to placing any decorations in the church.
- Only dripless candles which have been sanctioned by the Fire Department may be used. Candelabras must rest on protective covering. So as to insure no drippings on the floor or carpet. In the event of drippings, renter/s will be responsible for extra cleaning fees.
- All decorations must be removed immediately by the florist and family, unless prior arrangements have been made with the church office for flowers to be used for Sunday's Worship.

Photographs/Video

Those desiring photographs may have them taken before or after the ceremony.

- Photography and Video are both permissible, provided such activity does not distract from the sacred character and dignity of the service.

Parking

- We ask if your event is during the weekdays, that you would please use the parking lot on the South side of the church (Fair Oaks Ave.) so as not to interrupt regularly scheduled meetings.
- All parking is available for events held on Saturdays.

Weddings

Because our church is not a wedding chapel, and rented out just for weddings, our facilities are available only to couples who are active members of a local church.

We seek to maintain good fellowship with our sister churches in this area. Therefore, we would like for your Pastor to be aware, as well as approve your coming to Metropolitan for your wedding ceremony. It is expected that you inform them before we contact them.

- No rice is to be thrown inside or outside the church grounds.
- No music for the wedding or the reception is to be used except that which is exemplary of love for Christ and appropriate to be sung in church weddings. ***NO SECULAR MUSIC – NO EXCEPTIONS*** If you have any questions regarding the appropriateness of your music, we will be glad to assist you. **All music must be authorized by the pastor or the Chairman of the Deacons.**

Fee Schedule for All Events

There shall be no charge for the use of church facilities for Public Benefit Meetings by State or Local Government or approved community events by the membership, or by individual members. However, any usage by any entity requires prior approval.

DEPOSIT REQUIRED:	\$200.00 Payable with the Request for Church Use/Event form. Refundable if schedule time is observed, and if equipment is not missing or damaged.
CLEAN-UP FEE:	\$100.00 FOR EVENTS SCHEDULED ON SATURDAY
SANCTUARY RENTAL:	\$200.00 per hour payable three (3) days prior to event. For a funeral , the time start from the time the body arrive.
AUDIO/VISUAL SERVICE	\$150.00. Made payable (preferably cash) to the media person when media are brought in for analysis.
ACCEPTABLE FORM OF PAYMENT	Money Order, Cashier's Check, or Cash.

Additional Notes

The Pastor has the option to waive or alter the Rental Rate in case of extenuating circumstances. The church will not be liable for any injury or incident occurring on the church property.