

STATEMENT OF CHURCH POLICIES

PURPOSE

The Church is God's people; the Church building is God's House of Worship. The purpose of Mount Carmel Deliverance Center's building, grounds and equipment is to provide for maximum use for the greatest service to the membership, the neighborhood, and the community. This Policy for Church Use is approved by the Congregation Council and made available to any individual or group desiring to use the facilities.

SCOPE

The use of the building, grounds and equipment shall be confined to religious, educational, social service, and other character-building functions. The facilities may be made available to service organizations, character-building functions that are beneficial to the community and compatible with the constitution of the church, such as the Salvation Army, the American Red Cross, and the Girl and Boy Scouts of America without cost. **Church use will be for: 1) weddings, 2) funerals, 3) limited community activities.** A calendar of available times and dates is maintained in the Church Office and on our website at www.carmelworship.org. In case of conflict in scheduling, membership functions will take priority, however, no previously scheduled non-member event will be canceled once it is authorized and scheduled. The only exception is for special or emergency Congregational meetings and funerals.

ADMISSION CHARGES AND COMMERCIALISM

No group or organization will be permitted to charge admission or conduct fund-raising activities of a commercial nature, unless prior approval is issued by the Bishop of the church. Freewill offerings may be received and fees may be collected by non-profit organizations to offset program costs. A donation to the Church to help defray costs is appreciated. A schedule of "charges" (donations) for special functions is included at the end of the policies.

WEDDINGS / FUNERALS

The Church building, grounds and necessary equipment will be made available for weddings and funerals to members and non-members as approved by the Pastor as scheduling permits. **The physical setting of the sanctuary must not be changed in any manner.** Normally, weddings and funerals at Mount Carmel Deliverance Center are presided over by the pastor using the approved liturgy of the church. Such weddings and funerals are regarded as worship services of the congregation and are entered into the permanent parish records. The Holy Communion may or may not be celebrated in the wedding ceremony. When it is, it is offered only to the bride and groom. If the Bishop of Mount Carmel Deliverance Center is requested to perform the ceremony, he shall meet and counsel with the couple or family prior to the scheduling of any such event. On occasion permission may be granted to allow ordained ministers of other Christian congregations to perform marriage services or funerals. Reasons for such occurrence may include, (but are not limited to) a pastor serving a local congregation without access to worship facilities, pastors who are relatives of the bride or groom, etc. All such requests will be considered on a case by case basis. In these cases, Mount Carmel Deliverance Center is providing space for the wedding or funeral, but not service. These weddings and funerals are not included in the parish records. The couple or the person(s) responsible will be asked to complete the Church Use Contract and submit it with half of the church use fee plus the \$100.00 refundable security deposit.

MUSIC

Music is not a part of any services held. If you wish to have music provided for your requested event, you may request for a guest musician to do so or you may request the use of Mount Carmel Deliverance Center's musicians. **You must contract with them separately.**

EQUIPMENT

Equipment must not be moved from its regular place without permission. If equipment is moved, it must be put back into the original setting, or an agreed upon setting, before the authorized users depart. The church will utilize MCDC staff for the sound system.

FLOWERS AND DECORATIONS

The Church Office must be notified when a florist (if required) has been selected. The florist must notify the Pastor or the assigned Events Liaison, so that decorating arrangements can be agreed upon. If no florist is involved, then those responsible for flowers and decorations should notify the Church Office for the same reason. No tacks, nails, scotch tape, or other material which will deface Church property may be used. Flowers, candles, ropes and containers must have bases to support them. No decorations, such as streamers, will be attached to the walls, pews, chancel rails, or ceilings in such a manner as to cause permanent damage. **If confetti, flower petals or rice are used the area must be cleared of such before custodians arrive for a final cleaning.** This applies equally to all members and non-members. Arrangements for removal or donation of flowers and for the removal of decorations after each event will be made at the time of application. The sanctuary setting must not be changed.

ALCOHOL AND SMOKING

No alcoholic beverage will be allowed on the premises. No smoking is permitted in any part of the church building at any time!

EVENTS LIAISON

A church person will be designated to see to your needs of the use of the building, for such things as entry to the building, AC/Heating, lighting, open or off-limits rooms, lock-up, etc.

DONATIONS FOR USE OF FACILITIES

The facilities of the Church are available to members without cost as the schedule permits. For non-members, a schedule of charges (donations) for special functions is included at the end of these policies. **The schedule of charges (donations) does not include the cost of special services such as pastoral services, Events Liaison, music, catering, decorations, or cleaning.** These charges (donations) will be agreed upon with, and paid directly to, the individuals or business involved. Groups planning to use the facilities on a continual basis are asked to make monthly donations to defray the utilities cost.

GIFTS

The Congregation Council should be consulted in the event memorials or gifts are offered to the Church. Financial donations and gifts are much appreciated and will be accepted by the ministry, but it does not take the place of the church's fees for the use of the church.

ENERGY CONSERVATION

We ask that all participants in activities at the Church make every effort to conserve commercial energy. Do not tamper with or change temperature settings on the thermostats. Tampering results in discomfort for many users and wastes energy as well as Church resources. If any problems develop with the heating or cooling, a representative of the Church should be contacted immediately.

GENERAL USE GUIDELINES

1. The existing room arrangements will be maintained unless the planned activity requires change. In case of changes, the applicant will ensure that the room is returned to its original state, unless relieved of the responsibility by a representative of the Church.
2. Food must be properly disposed. All trash must be placed in the garbage cans with plastic liners during the event, and secured in the cans located beside the Church, before departing. All dishes, utensils and kitchen equipment must be washed and stored in its designated place.
3. The Church Sexton (Custodian) is not required to perform cleanup of special duties for any group activity. User groups are responsible for their own cleanup.
4. In case of accident, injury, or damage to Church property, it is to be reported to the Events Liaison as soon as possible. This is necessary for the legal protection of both parties.

PHOTOGRAPHERS

Wedding photographers should consult with the presiding pastor concerning picture taking policies. Videography is allowed.

PROCEDURES TO OBTAIN USE OF THE CHURCH

Applicants must read the Church Use Policy statement, then complete and sign the Church Use Contract and an Indemnification Agreement, and ensure that the participants abide by these policies. Accompanying the signed Church Use Contract shall be a check in the amount of the refundable deposit and half the church use fee. The remaining balance is required within two weeks of the date of the event.

1. The signer of the Church Use Contract agrees to make good any damage to the Church building, equipment or grounds.
2. Groups using the facility on a continuous basis for meetings must notify the church office when they will not meet and also when they use the facility for an activity other than their regular meeting.

EVENT CANCELLATION

If an event must be canceled, notice is requested by the individuals signing the contract. The Church should be given one week's notice in the event of a cancellation. This will ensure if another party is requesting use of the church, they will be given ample time to secure the use of the church.

SCHEDULE OF CHARGES (DONATIONS) FOR BUILDING USE

For Non-Members

FACILITY DONATION

Church (sanctuary, fellowship hall and kitchen) - Wedding \$700 Funeral \$400

Wedding (sanctuary only) \$500

Wedding Reception (fellowship hall & kitchen only) \$350

Funeral (sanctuary only) \$300

Funeral Repast (fellowship hall & kitchen only) \$250

Use of Sanctuary by another Ministry \$400 per night

Use of Fellowship Hall by another Ministry \$150 per night

Community Service Groups Donation Suggested

For Members (Actively on Church Roster)

Security Deposit \$100 Use of Fellowship Hall \$100 Use of Sanctuary (Wedding) \$250

As a benefit of being an MCDC church member, the church use charge will be one-half (1/2) of the amount of the regular charge. The security deposit is held only to make good any damage to the Church building, equipment or ground if applicable.

At the time the Church Use Contract is submitted a check for the security deposit and half the wedding fee/ funeral is required. The remaining balance is required within two weeks of the date of the event.

NOTE: WEDDING PARTIES AND OTHER SPECIAL EVENT PARTIES: (member and nonmembers) This amount does not include the fee for the Pastor, Music, or the Photographer / Videographer. You must contract with them separately. Checks are made payable to the appropriate person or business. These checks are required to be in the church office seven (7) days prior to your event.

If a church is requesting use of the sanctuary to hold worship services celebrating a specific event (Pastor's Anniversary, Church Anniversary, etc.), the number of days for use is limited to three days. If requesting use of the sanctuary on a Sunday, it will be made available after Mt Carmel's church service on Sunday.

Pastor's Services

Fee: \$150 (Wedding) \$100 (Funeral)

Please make your check payable to the Bishop; due in the church office seven (7) days prior to the ceremony. This includes one wedding consultation session or one meeting with the family for funerals prior to the event.

Music Ministry

Fee: \$75 day of the event \$75 rehearsal

Deposits: \$100

Deposits are refundable if no damages are found in the church, church grounds and the church has been restored to its original state. Although the church will require a thorough cleaning after each event, care is to be taken that all food has been properly disposed, all trash has been secured in the cans located outside the church before departing and all dishes, utensils and kitchen equipment have been washed and stored in its designated place.

If damages are found or trash, food and kitchenware has not been taken care of, Mount Carmel Deliverance Center reserves the right to and will retain the security deposit to cover such costs.

Created: 04/15/2009 M Johnson/ MCDC

Name of Person or Organization

Please Print:

The undersigned hereby makes application on behalf of _____ for Special / Regular use of the facilities of Mount Carmel Deliverance Center for the purpose of _____ to be held on _____ from _____ to _____.

If this request is for an organization which will use the facility on a yearly basis, what month will your organization be requesting use of Mount Carmel Deliverance Center?

_____ If this request is a renewal, is the time the same as last year? _____

Number of People: _____

Wedding Information:

Date of Wedding: _____ Rehearsal Date and Time: _____

Actual Time of Ceremony: _____

Date & Time of Wedding Consultation: _____

Groom: _____ Bride: _____

Legal Name of Bride after the Marriage: _____

Requesting use of: _____

Funeral Information:

Date of Funeral: _____

Date & Time of Consultation with Family: _____

Time of Funeral: _____

Spouse (if applicable): _____

Family: _____

Requesting use of: _____

Signature(s): _____

Church Officer Signature / Title: _____

Date: _____

Name of Person or Organization

Please Print:

The undersigned hereby makes application on behalf of _____ for Special / Regular use of the facilities of Mount Carmel Deliverance Center for the purpose of _____ to be held on _____ from _____ to _____.

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_____ If this request is a renewal, is the time the same as last year? _____

Number of People: _____

Church Use Rental Information:

Type of Event: _____ Date of Event: _____

Rehearsal Date and Time: _____ Time of Event: _____

Requesting use of: _____

Any other pertinent information we should know about in reference to the rental?

Signature(s): _____

Church Officer Signature / Title: _____

Date: _____

Date Received _____
Amount of Deposit _____
Check No.: _____
Remainder _____
Remainder Received _____
Check No. _____

Mount Carmel Deliverance Center
200 Stokes Ave.
P. O. Box 1609
Rincon, GA 31326
Office :(912) 826-2949 Fax: (912) 826-2948
Email: www.mtcarmeldeliverance1@yahoo.com

The undersigned certifies that he/she is familiar with the Church Use Policies of Mount Carmel Deliverance Center. The undersigned assumes full responsibility for all damages to Church property caused by said use and undersigned remits a security deposit in the amount of \$100.00. All or any part of the deposit not required for cleanup or repair will be refunded.

For **Weddings and/or Receptions & Funerals** one half the facilities fee **and** the security deposit is **due with this application** with the remainder due within two weeks of the date of the event. This amount does not include the fee for the Pastor or Music . You must contract with them separately. Please make all checks out to **Mount Carmel Deliverance Center**. We ask that all payments be made by personal checks, cashier's checks or money orders.

Print the following information:

Applicant's Name:

Group or Organization: _____

Mailing Address:

Home Phone: _____ Alternate Phone: _____

Email Address: _____

Indemnification Agreement

In Consideration of Mount Carmel Deliverance Center, Rincon, GA, granting to

the privilege to use certain facilities of Mount Carmel Deliverance Center, the undersigned, if more than one, jointly and severally, hereby agree to indemnify and save harmless Mount Carmel Deliverance Center and all members and employees thereof from any and all claims, causes of action, demands, suits, or actions at law and in equity for any loss or personal injury suffered or received by any person arising out of or occurring during the use of any facilities owned or maintained by Mount Carmel Deliverance Center in connection with the use of said facilities.

In the event of any claim being asserted, Mount Carmel Deliverance Center agrees to give to the undersigned written notice thereof as soon after such claim is asserted as is reasonably practical.

Date: _____

Signature(s):

1) _____

2) _____

Church Use Only:

This application has been reviewed in accordance with the existing Church Use Policies that governs the use of the facilities of Mount Carmel Deliverance Center.

Approved ____ **Not Approved** ____ **Remarks:** _____

Use Charge: _____ **Security Deposit** _____ **Total Charge:** _____

Signature/Title

Signature/Title

Date _____