**EVENT AND FACILITY RESERVATION FORM**

**Requests must be approved by a designated Staff member before an event is added to the calendar.**

|  |  |
| --- | --- |
| Contact Information | Name: Date: Email Address:Phone Number: |
| Event and Event Date |  |
| Group/Organization  |  |
| Time of Event |  Time: \_\_\_\_\_\_\_ until \_\_\_\_\_\_\_ Doors Unlocked: Doors Locked: |
| Space Needed at Morningside | \_\_\_\_ Multi-purpose Room \_\_\_\_\_ Fellowship Hall \_\_\_\_\_ Sanctuary |
|  |   |

**Staff Only – Internal Events**

|  |  |
| --- | --- |
| Location away from Church |  |
| Need for Bus | Date(s): Time:  |
| Event Fulfills Our Mission to  | Seek Jesus Serve Christ Share Christ |
| Goals to Evaluate Later  |   |
| Those Involved with Event | Fellowship Team Safety Team Chaperones Others: |
| Newsletter/Worship GuideDescription |  |

**Office Use**

|  |  |  |
| --- | --- | --- |
| Ministerial Staff Signature | Date Placed on Calendar | Support Staff Signature |
| Date of Request | Date Approved | Date Notified   |

**General Information Regarding the Use of the Church Buildings**

* The church facility is not available for additional events on Sundays or Wednesdays.
* Non-church-related events must be scheduled sooner than ninety (90) days before the event and no later than fourteen (14) days prior to the event. Facility requests for church related-activities should be turned in at least two weeks before the event.
* For liability reasons, custodians are responsible for setting up/taking down tables, chairs, furniture, etc. for non-church-related events.
* The kitchen is not available for non-church-related events. If using a licensed caterer, please inform Jack Dodds, Staff Representative, at the time the reservation is made. Phone: 864-585-5457, Ext. 6
* This form is not applicable to weddings. The Wedding Director will assist with completing relevant forms.
* Doors will be unlocked a half-hour before and locked a half-hour after the time scheduled for the event.
* Keep this sheet for reference. Obtain a copy of the Rules and Regulations Governing the Use of the Buildings and Grounds of Morningside Baptist Church for additional information.

**Multi-Purpose Room**

* The Multi-Purpose Room is not available Monday-Friday earlier than 6:00 P.M.
* The Multi-Purpose Room is not available later than 9:00 P.M. any day.
	+ - * The diagram indicating how to set up the Multi-Purpose Room is due when the space is reserved.
			* This space may be reserved for a three-hour time, plus the half-hour before and after the event. Additional hours may be scheduled for a fee of $25 per hour.
* A $40 check made out to the custodian, Bill Burgess (864-594-9015), is due one week prior to the event for non-church-related events. The amount covers a three-hour use of the space for the event plus the half-hour prior to and the half-hour following the event.
* An additional $25 fee per hour will be charged if the event lasts longer than four hours total.
* $25 of the $40 is non-refundable if the room is cancelled within forty-eight (48) hours of the event.

**Fellowship Hall and Sanctuary Custodial Fees**

* Half of Fellowship Hall - $125 Entire Fellowship Hall - $250 Sanctuary - $200