



RENTAL AGREEMENT FORM HOME GOING 2024

USER FEE SCHEDULE

Refundable Security Deposit (**\$250 per event**) Due upon submission of this application to confirm reservations and assure proper use of the space. Security deposit will be forfeited if any damage to property or instruments along with additional costs for repair or replacement of property or equipment. Security deposit will be returned fourteen (**14 business days of the event**). Additional time beyond the originally requested time will be assessed a fee of **\$50 at first thirty (30) minutes** and incrementally thereafter. Additionally, the attendant will be paid at a rate of time and a half if the party goes beyond original time for calculating fees.

Note: Attendant Fees, Audio, Video & Livestream Technician Fees are Additional Cost

Audio, Video & Livestream Technician (\$25 per hour with a 4 hour minimum)

Additional Cost for Attendant (\$15 per hour with a 6 minimum)

RENTAL PACKAGES

Homegoing Service Package A (\$300)

(No charge for MSBC members) Use of the Sanctuary for 4 hours

Use of Organ, Piano, Keyboard, and Drums

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Homegoing Service Package B (\$450)

(No charge for MSBC members) Use of Sanctuary for 4 hours

Fellowship hall/kitchen 2 hours

Use of Organ, Piano, Keyboard, and Drums

- Homegoing Service Package A (nonmember/member) \$300 / \$0 _____
- Homegoing Service Package B (nonmember/member) \$450 / \$0 _____

Audio, Video & Livestream Technician \$25 per hour (4 hr min.) _____ hrs _____

Attendant \$15 per hour (6 hr min.) _____ hrs _____

SECURITY DEPOSIT **\$250.00**

TOTAL AMOUNT DUE _____

ADDITIONAL LATE FEE _____



ADDITIONAL LATE FEE ATTENDANT _____

DEPOSIT PAID \$ _____ Date _____

Check # _____ AMOUNT \$ _____

Date _____ Check # _____

OFFICIAL USE ONLY OF MSBC STAFF:

Deposit for Building \$250 _____ Returned (Date) _____

MSBC Attendant- \$15 per hour (6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date) _____

Audio, Video & Livestream Tech- \$25 per hour

(6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date) _____

- Cashier's Check
- Money Order
- Online



RENTAL AGREEMENT FORM BANQUET 2024

USER FEE SCHEDULE

Refundable Security Deposit (**\$250 per event**) Due upon submission of this application to confirm reservations and assure proper use of the space. Security deposit will be forfeited if any damage to property or instruments along with additional costs for repair or replacement of property or equipment. Security deposit will be returned fourteen (**14 business days of the event**). Additional time beyond the originally requested time will be assessed a fee **of \$50 at first thirty (30) minutes** and incrementally thereafter. Additionally, the attendant will be paid at a rate of time and a half if the party goes beyond original time for calculating fees.

Note: Attendant Fees, Audio, Video & Livestream Technician Fees are Additional Cost
Audio, Video & Livestream Technician (\$25 per hour with a 4-hour minimum) Additional Cost for Attendant (\$15 per hour with a 6-hour minimum)

RENTAL PACKAGES

Banquet/Seminar Package A (\$400) (both members and non-members)

4-hour Use of the MSB fellowship hall and 1 hour set up time

Banquet/Seminar Package B (\$650) (both members and non-members)

7-hour Use of the MSBC fellowship hall and 1 hour set up time

Banquet/Seminar Package C (Hourly Rental)

(both members and non-members) Sanctuary \$150.00 per hour _____ hours

Classroom \$50.00 per hour _____ hours

Fellowship Hall \$75.00 per hour _____ hours

Fellowship Hall/Kitchen \$100.00 per hour _____ hours

- Banquet Package A (both members and non-members) \$400 _____
- Banquet Package B (both members and non-members) \$650 _____
- Banquet Package C (both members and non-members) Hourly Rental _____

Sanctuary \$150.00 per hour _____ hours _____

Classroom \$50.00 per hour _____ hours _____

Fellowship Hall \$75.00 per hour _____ hours _____



Fellowship Hall/Kitchen \$100.00 per hour ____hours _____

Audio, Video & Livestream Technicians \$25.00 per hour each (4 hr min.) ____hrs. _____

MSBC Attendant \$15.00 per hour (6 hr min.) _____hrs. _____

SECURITY DEPOSIT \$250.00

TOTAL AMOUNT DUE _____

*ADDITIONAL LATE FEE _____

*ADDITIONAL LATE FEE ATTENDANT _____

DEPOSIT PAID \$ _____ Date _____

Check # _____ AMOUNT \$ _____

Date _____ Check # _____

OFFICIAL USE ONLY OF MSBC STAFF:

Deposit for Building \$250 _____ Returned (Date)

MSBC Attendant- \$15 per hour (6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date)

Audio, Video & Livestream Tech- \$25 per hour

(6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date)

- Cashier's Check
- Money Order
- Online



RENTAL AGREEMENT FORM WEDDING/CONCERT 2024

USER FEE SCHEDULE

Refundable Security Deposit (**\$250 per event**) Due upon submission of this application to confirm reservations and assure proper use of the space. Security deposit will be forfeited if any damage to property or instruments along with additional costs for repair or replacement of property or equipment. Security deposit will be returned fourteen (**14 business days of the event**). Additional time beyond the originally requested time will be assessed a fee **of \$50 at first thirty (30) minutes** and incrementally thereafter. Additionally, the attendant will be paid at a rate of time and a half if the party goes beyond original time for calculating fees.

Note: Attendant Fees, Audio, Video & Livestream Technician Fees are Additional Cost
Audio, Video & Livestream Technician (\$25 per hour with a 4-hour minimum) Additional Cost for Attendant (\$15 per hour with a 6-hour minimum)

RENTAL PACKAGES

Wedding/Concert Package A (\$450)

(\$300 for MSBC Members) Use of sanctuary for 4 hours and Additional 2-hour rehearsal time
Use of 2 Classrooms for dressing rooms/ Use of the MSBC Musical Equipment

Wedding/Concert Package B (\$750)

(\$600 for MSBC Members) Use of sanctuary for 4 hours, Additional 2-hour rehearsal time
Fellowship Hall/kitchen 3 hours. Use of 2 Classrooms/dressing rooms/ Use of the MSBC
Musical Equipment. Includes 3 hours to setup /take down -10 tables-150 chairs.

Wedding/Concert Package C (MSBC Members and Non Members)

Hourly Rental of Sanctuary \$150.00 per hour Classroom

\$50.00 per hour Fellowship Hall

- Wedding/Concert Package A \$450 Non Member / \$300 Member _____
- Wedding/Concert Package B \$750 Non Member / \$600 Member _____
- Wedding/Concert Package C Hourly Rental (both Non Members/ Members)

Sanctuary \$150.00 per hour _____ hours _____

Classroom \$ 50.00 per hour _____ hours _____

Fellowship Hall \$ 75.00 per hour _____ hours _____



Fellowship Hall/Kitchen Combo \$100.00 per hour ____ hours _____

Attendant Fees \$15 per hour (6 hr. min) _____ hrs. _____

Audio, Video & Livestream Technicians \$25 per hour (4 hr. min.) _____ hrs. _____

SECURITY DEPOSIT **\$250.00**

TOTAL AMOUNT DUE _____

*ADDITIONAL LATE FEE _____

*ADDITIONAL LATE FEE ATTENDANT _____

DEPOSIT PAID \$ _____ Date _____ Check # _____
AMOUNT \$ _____ Date _____
Check # _____

OFFICIAL USE ONLY OF MSBC STAFF:

Deposit for Building \$250.00 _____ Returned (Date) _____

MSBC Attendant- \$15 per hour (6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date) _____

Audio, Video & Livestream Tech- \$25 per hour
(6 hr. min.) ____ (hrs.) _____ Voucher Submitted (Date) _____

- Cashier's Check
- Money Order
- Online