



RENTAL AGREEMENT FORM - GENERAL POLICY *(Revised 2024)*

GENERAL POLICY

The policy of Morse Street Baptist Church shall be to use the total church facilities to the best advantage of the church in carrying out its purpose, spirit, and mission. Consideration for special uses of the facilities will be guided by the fact that it has been dedicated to worship, teaching the Bible, evangelism, character building, and related activities.

GUIDELINES/PROCEDURES

- ❖ **RESERVATIONS.** Complete this form and return it to the church office (P.O. Box 50506, Denton, Texas 76206) or email it to trustees@msbcdenton.com. **A security deposit, by cashier's check or money order, is required of everyone**, including members of Morse Street Baptist Church (MSBC), and must accompany the request in order to confirm the reservation(s). The security deposit is refundable within 30 days if the space used is left clean; free of trash, spills, and no damage to the Church or any of its contents; however, if the space used is not left as found or to the satisfaction of church officials, the refund amount will be \$0.
- ❖ **CANCELLATIONS.** Contact the Church Office @ (940) 320-5364 Ext 10 or the MSBC Trustee Committee trustees@msbcdenton.com as soon as possible. Deposits are returned if cancellations are received within five (5) days of the scheduled event.
- ❖ **FINAL DECISIONS.** Use of the MSBC facility is at the sole discretion of the MSBC Trustees Committee. All requests for use of church facilities must be made at least one month prior to the scheduled event in order to place event on calendar and notify proper officials. We reserve the right to pre-empt any rental agreement in case of emergencies. Notice will be provided as early as possible.

INDEMNIFICATION

- ❖ In consideration for permission to use the Morse Street Baptist Church facilities, the individual(s), group, etc., signing the agreement shall indemnify the church for and against any and all liability the Church may suffer as a result of claims, demands, costs or judgments against it arising out of any accident, injury, loss of property, death, or other tortious acts, which may occur on the premises during the time of occupancy of the Church facility by User under this agreement, or which may occur to or be caused by participants during such use of Church facilities.

CARE OF FACILITIES

- ❖ **CHURCH PROPERTY.** The Church properties must be left in the same manner in which found. Church property will not be loaned, borrowed, or removed from the church premises without prior permission from the church office/trustee committee.
- ❖ **FOOD AND DRINK.** Under no circumstances should food or beverages be allowed in the Sanctuary.
- ❖ **KITCHEN RULES.** The kitchen must be left clean and orderly after use. Garbage and trash must be bagged and disposed in the dumpster behind the church. Church supplies and kitchen appliances are not to be used except by church sponsored activities.
- ❖ **TRASH REMOVAL.** All food, beverages, litter, and trash must be removed from the Sanctuary, kitchen, restrooms and the fellowship hall at the end of each event. Please deposit all the trash bags in the dumpster at the back of the property.
- ❖ **DECORATIONS.** Decorations may be attached to the walls, doors or pews (pew hooks may be used) with removable tape that will not permanently damage the surface. All such decorations must be removed immediately and completely following the event.
 - No rice or graffiti throwing at weddings or any other function is allowed.
- ❖ **SOUND SYSTEM TECH.** The Sanctuary sound system is available for use. An additional fee will be assessed.
- ❖ **SUPERVISION OF CHILDREN AND YOUTH.** The congregation seeks to provide a safe environment for children and youth. All users of the facility are expected to follow the guidelines of this policy including the following:
 - Adult supervision is required at all times.
- ❖ **CODE OF CONDUCT.** No smoking or alcoholic beverages is allowed on the premises and Church appropriate music only.

I, _____, hereby agree to pay the balance of \$_____ 7-10 business days before the requested date for the use of Morse Street Baptist Church facilities. I also agree to abide by the rules as outlined in this agreement. If there are any damages made to the property, I will be held financially liable for them.

Signature: User/Organization – Responsible Representative

Date Request Submitted

Approved by: Senior Pastor or Designee

Date Approved

Please indicate below the type of event, date(s), time, length of time needed, and rooms/areas to be reserved for the use of the Morse Street Baptist Church facilities.

MSBC MEMBER NON-MEMBER RELATIONSHIP TO MEMBER _____

RESPONSIBLE REPRESENTATIVE: _____

EMAIL/SOCIAL MEDIA: _____ CELL: _____

ADDRESS: _____

DATE(S) OF EVENT: _____

Month Day(s) Year

TYPE OF EVENT: _____ NUMBER OF PARTICIPANTS: _____

DAY(S) NEEDED: Monday Time _____ Until _____ Access Time _____

Tuesday Time _____ Until _____ Access Time _____

Wednesday Time _____ Until _____ Access Time _____

Thursday Time _____ Until _____ Access Time _____

Friday Time _____ Until _____ Access Time _____

Saturday Time _____ Until _____ Access Time _____

Sunday Time _____ Until _____ Access Time _____

ROOM(S)/AREA(S): ___Sanctuary ___Kitchen ___Fellowship Hall ___Sound Room ___Classrooms

SET UP REQUIREMENTS: Use Kitchen Y / N Cooking/Warming Y / N

 Use Chafing Pans Y / N How Many Tables? (14) _____

COMMENTS:

