

Saint Paul A.M.E. Church

816 Madison Avenue
Madison, Mississippi 39110
(601) 898-9610
Reverend Byram D. McKinzie, Pastor

FACILITY RESERVATION REQUEST FORM (Please read special events guidelines before completing this form)

Date _____

Name of Requestor _____

Contact Person, if different from requestor _____

Name of Organization (if applicable) _____

Address _____

Phone number () _____ Mobile number () _____

Email address _____

Date(s) requested _____ Start Time _____ End Time _____

Type of Event:

Estimated # of Attendees _____

- Wedding Funeral Gospel concert/musical Rehearsal Dinner
 Shower Anniversary

Facilities to be used:

- Sanctuary Fellowship hall Fellowship and Kitchen
 Sanctuary, Fellowship Hall and Kitchen

**DO NOT WRITE BELOW THIS LINE
FOR CHURCH USE ONLY**

Date Received _____ Received by _____

APPROVED DECLINED Total Amount Due \$ _____

Amount of Deposit Required \$ _____ Balance Due \$ _____

Pastor's Signature

Date

Special Events Staff Member

Date

Saint Paul A.M.E. Church

816 Madison Avenue
Madison, Mississippi 39110

SPECIAL EVENT POLICIES

The Saint Paul A.M.E. Church of Madison, Mississippi is very happy to make its facilities available to you for what we hope will be a very beautiful and meaningful worship service. It is our desire to extend to each person planning an event every possible courtesy.

The following policies are designed to reflect the regular practices and customs of Saint Paul A.M.E. Church to aid you in having the best possible event; we believe them to be both appropriate and necessary. These policies and associated fees are effective January 6, 2008.

I. GENERAL INFORMATION

- A. Event dates should be correlated with the pastor's calendar and the church calendar. This is the responsibility of the parties involved with the event. Events must be scheduled a minimum of thirty (30) days prior to the event date: **no events will interfere with regular scheduled church service or other schedule events** such as : Christmas, Easter, Youth Programs, Vacation Bible School and Revivals.
- B. No alcoholic beverages are permitted on church grounds, out of respect for church facilities, there will be no smoking in the building.
- C. **No rice, confetti, bird seed, etc., shall be thrown inside the building.** No food or drink is permitted in the sanctuary. Parking areas and grounds shall be cleared of all debris after the wedding.
- D. Do not alter any furniture arrangements without the church's permission. You are responsible for any damage of church property during your use.
- E. Do not leave paper, trash or other articles on the floor or pews.
- F. No unauthorized weapons are allowed; or use of tobacco in any form, alcoholic beverages or controlled substances are strictly prohibited.
- G. St. Paul AME will not be responsible for any items left by the user(s).
- H. Children should be supervised at all times in the areas of the church.
- I. All exit doors should be kept closed when not in use.

II. You must consult the special events committee on your event

The special events committee's duties and responsibilities include.

1. To oversee all activities on church ground to insure church policies are followed.
2. To be consulted when the church is decorated
3. To be with those responsible for the event and to show them where all necessary items and facilities are located.

When ministers other than St. Paul AME are desired, the St. Paul AME pastor shall be consulted when submitting the request for wedding reservations.

Janitor- it is the responsibility of the requestor to contact the janitor at least three (3) days prior to the event. **The janitorial service does not include cleaning dishes, crystal, utensils or other personal items.**

For the purpose of this policy, if either the requestor, or one of their parents is a member of the St. Paul AME Church, the fees listed under **“Members”** on page 5 apply. Fees listed under **“Non-Members** apply to all others.

Decorating for the weddings and receptions

- A. The parties retained for decorating must consult with the special events chairperson and adhere to the recommendation concerning decorating for the protection of church facilities.
- B. The wedding party shall be held responsible for any damage caused by the decorations and/or wedding equipment.
- C. The decorators immediately following the wedding shall remove all decorations and equipment, from the sanctuary and other rooms.
- D. Only drips less “mechanical” candles are to be used. Plastic must be placed under the candelabras by the wedding party/decorator.
- E. The windowsills must be protected if decorations are placed in the windows.
- F. **No staples, nails, glue, pins, scotch tape or tacks are to be used to affix decorations. Only pew markers, chenille stems, or blue painter's tape are to be used.**

II. Music

A church wedding/event is a worship service and all music for the wedding/event should reflect the sacredness and dignity of the ceremony.

III. Janitorial Responsibilities Prior to any Event

1. Move communion table
2. Vacuum the sanctuary
3. Prepare the bride's room and the groom's room (for weddings)

IV. Janitorial Responsibilities After Any Event

1. Vacuum the sanctuary
2. Clean the bride's and groom room (for weddings)
3. Clean the bathrooms in the building
4. Lock-up the sanctuary and outside entrances
5. Turn off all thermostats
6. Remove all garbage

V. Janitorial Responsibilities For Rehearsal Dinner or Receptions

1. Set up fellowship hall
2. Place two (2) trash cans in the room
3. Set up fellowship hall after the rehearsal or reception for Sunday school.

VI. Responsibilities of the Requestor

1. Permission to move any items (tables, chairs, bulletin boards, hymnals, pictures, etc.) must be approved by a member of the special events committee of the church.
2. Items collected or moved from other parts of the church facilities are to be returned by the requestor.

The staff member to contact for an application and paying fees for an event is: Taunya Smith (601) 259-5925.

Special Events Committee

Taunya Smith, Chairperson

Len Hollins

Betty Washington

Reverend Belinda Gray

FEES

The request for events form must be completed and all **security deposits** paid before any facilities are reserved on the church calendar. Deposits are **non-refundable** and 50% of the balance is due and must be paid at the signing of the contract.

PRICES EFFECTIVE APRIL 1, 2012

Facility	<u>Members</u>	<u>Non-Members</u>
Sanctuary(Only)	FREE	\$125.00 (min. of 4 hrs) \$25.00/hour thereafter
Fellowship Hall (Only)	\$30.00/hour (2 hour min.)	\$40.00/hour (2 hour min.)
Janitorial Fee	\$85.00	\$85.00
Fellowship hall & Kitchen	\$100.00	\$200.00
Janitorial Fee	\$85.00	\$85.00
Sanctuary, Fellowship hall & Kitchen	FREE	\$250.00 (4 hours min.) \$40.00/hour thereafter
Janitorial Fee	\$85.00	\$85.00

FUNERALS (NON-MEMBERS ONLY)

<u>Facility Use</u>	<u>Fee</u>
Service Only	\$200.00
Repast (Fellowhip Hall)	\$75.00
Kitchen	\$50.00

****NOTE: The remaining balance will be due one month before the wedding.**

FEES ARE SUBJECT TO CHANGE

ACKNOWLEDGEMENT

I understand the policies concerning special events held at St. Paul AME. I agree to follow the policies as stated herein, and will ensure that the members of my event understand and follow the policies also.

I also understand that I am liable for any damages that total more than the general deposit. As a courtesy I will notify the committee of cancellation plans at least ten (10) days prior to the event.

Responsible Party

Date

Authorized Special Events Staff Member

Date

Pastor's Signature

Date

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Date _____

Total Due \$ _____

Amount of Deposit Paid \$ _____ Cash Check Money Order

Balance due \$ _____ Due date: _____

Received by _____