



MACHIAS VALLEY
BAPTIST CHURCH

REQUEST TO USE FACILITIES
FOR PRIVATE (non-church) FUNCTIONS

*****ALL REQUEST MUST BE DONE THROUGH THE CHURCH SECRETARY*****

Name of Person(s) or Group: _____

Circle One: Church Member / Church-Sponsored Ministry / Non-Member / Non-Member Group

Contact Person(s): _____

Phone Number: _____ Cell Number: _____

Work Number: _____ E-mail Address: _____

Date: _____ Time: _____

Date: _____ Time: _____

Space Requested (**CIRCLE ALL THAT APPLY**): Sanctuary / Gymnasium / Kitchen / Auditorium 1 /
Annex / Other: _____

****WE RESERVE THE RIGHT TO REFUSE ANY REQUEST FOR USE.****

By signing this form, I, _____, hereby understand and agree to the terms and conditions (see the following page) for the use of Machias Valley Baptist Church's facilities.

Signature: _____ Date: _____

8 Broadway
Machias, Maine 04654
(207) 255-4476
church@machiasvalley.org
www.machiasvalley.org

Church Building & Annex Terms/Conditions

1. Due to insurance liabilities we are limited in allowing private outside use. We are a private/non-profit Church facility, not a public rental facility.
2. You will be responsible for any damage to Church property that occurs while you are using the facility.
3. Please request facilities at least two (2) weeks in advance to help ensure availability.
****We reserve the right to refuse any request for use****
4. By reserving the facilities you are **ONLY** reserving the use of the specified areas requested. The Church does have tables and chairs available for the gym facility use only, which if available, can be requested. Tables and Chairs CANNOT be removed from building.
5. You will be responsible for providing your own supplies such as : decorations, table clothes, food (including coffee), paper products (plates, bowls, cups, napkins, cutlery, etc).
6. You will be responsible for finding and scheduling people and services as needed for your event. Such as piano player, music, catering, pastor, photographer, sound and video, projector screen and laptop, flyers/bulletins/invitations, etc.
****ALL Church Committees, including Social, only do Church functions not private****
7. Exception to the use of sound, projector screen, and piano player. For a function such as a funeral/wedding for a member of our church AND based on availability of staff, we may be able to offer the use of these services.
8. You will be responsible to put everything back in its original place, taking down all decorations, cleaning up (which includes washing dishes, sweeping, vacuum, mopping, taking all food brought in with you etc). Taking the trash out to the dumpster that is located outside on the left side of the building. All lights must be turned off and doors locked upon departure.
9. **Absolutely NO** use of the Nursery. Due to sharp items falling on the floor and little ones picking them up and putting them in their mouth.
10. **Absolutely NO** use of the kitchen stove (frying/grilling) due to no ventilation or suppression system. You can use the microwave, refrigerator, crockpots and coffee maker.
11. **Absolutely NO** smoking, alcohol, illegal drugs, inappropriate music or dancing are allowed inside, outside or around the facility, abusive or foul language or violent behavior.
12. **Absolutely NO** weapons allowed.
13. **Absolutely NO** wheelies, skateboards, rollerblades, etc. in the building.
14. **Absolutely NO** open flames. Such as candles and fireplace.