

Mountain Bible Church *Private Event* Policies & Request Form

The purpose of this form is to ensure that Mountain Bible Church (MBC) coordinates successful private events for members and active attenders (or their immediate family members). Event requests from individuals who are not affiliated with MBC will be reviewed by the elders and approved on a case by case basis. Every detail of the event is important in order to ensure that MBC is able to furnish what is needed, that events are not double-booked, and that the requester understands MBC's facility use policies.

Please provide the details requested and review the information provided carefully. Request forms can be scanned and emailed to jannah@mtbible.org or mailed to the church office at 18 Pine Meadow Rd., Livingston, MT 59047. Once received, MBC will contact you if the event has been approved or if we need additional information.

<i>For Office Use Only</i>			
Approved by (MBC Elder) : _____			
Notified Requestor on: _____			
Event Information: <i>(Please print).</i>			
Contact Person's Name:	Email:	Phone:	Today's Date:
Are you a member/regular attender of MBC? Yes ____ No ____			
If not, please provide the name and contact information of an immediate family member who is: 			
Type of Event:	Description of Event:	Expected Attendance <i>(250 max):</i>	
Date of Event:	Time Event Begins:	Time Event Ends:	
Hours You Will Need to Set Up Prior to Event:	Hours You Will Need to Clean up After Event:	Number of Chairs* Needed:	Number of Tables* Needed:

MBC has two buildings available for use. The Sanctuary is equipped with a stage, sound system, projection capabilities, men's and women's restrooms, and can seat 250. Food is not allowed in the sanctuary. The Education Building is divided into three classrooms and a nursery and is equipped with projection capabilities and one restroom. It can seat 15-20 people in each room depending on set up. MBC does NOT have a kitchen available for use.

Please check which building(s) you will need access to and note the date and purpose:

 Sanctuary **Date(s)** _____ **Time(s)** _____ **Purpose** _____

 Edu. Bldg. **Date(s)** _____ **Time(s)** _____ **Purpose** _____

**MBC has 320 padded chairs & 26 folding chairs available for use. There are 4 round fold-up tables (that seat 8) and 9 rectangular fold-up tables (that seat 6-8). Chairs in the sanctuary cannot be removed.*

Number & Type of Chairs Needed:

Number & Type of Tables Needed:

MBC has a sound system and projection capabilities in the Sanctuary and projection capabilities only in the Education Building. Please check and describe your sound and/or projection needs (an MBC Technician is required):

 Sanctuary Sound System **Sound needs:** _____

 Sanctuary Projection System **Projection needs:** _____

 Education Building Projection System **Projection needs:** _____

Facility Rules, Costs, & Other Details:

Rules:

- No smoking, drugs, alcohol, weapons, or fireworks will be allowed on the premises.
- No nails, staples, tacks, or tape are to be used to affix decorative items.
- No explicit music. No live music after 9pm. No outdoor music or PA system.
- To prevent damage to facilities, all decoration plans must be approved beforehand.
- Minors cannot be left unattended in any church facility.
- Parking is only allowed in the designated parking areas on church property. No blocking entrances or exits. No parking on or along Pine Meadow Rd.

Building Access: Please make arrangements to access the building at least 2 days prior to the event by contacting Jannah VanderHouwen at: (406) 219-7628 or Jannah@mtbible.org

Clean-Up (*Damage to property or failure to clean up will result in the forfeiture of the deposit*):

- All trash, food, and decorations must be removed after the event.
- All tables and chairs should be wiped down, folded up (if applicable), and placed where you found them.
- All toilets in restrooms should be flushed and restroom counters wiped down.
- Any damage to property should be reported immediately to the church office at 406-219-7689.

Supplies: You will need to supply your own paper goods, utensils, table cloths, and any kitchen equipment. MBC is not equipped with a kitchen for your use.

Technology: MBC is equipped with a sound system and projection screen. If you require these services a MBC technician will be provided for an additional fee. You may NOT access the technology without a MBC technician present.

Cost for Facility Rental:

- Deposit: \$250
 - Deposit is *refundable* upon receipt of keys and confirmation that all policies have been followed and there has been no damage to property.
- Building Rental Fee: \$100
- Cleaning Fee: \$150
- Technician Fee (if applicable): \$100
 - Fee is for up to 4 hours, more time at an additional cost.
- Make check payable to *Mountain Bible Church*
- Payment is required once approval has been granted.
- *Once you're request has been approved, a deposit in the form of a check postdated with the date of the event is required to confirm your event.*

I have read and agree to abide by the Mountain Bible Church building use policies as described on this form:

Signature of Event Contact Person: _____

If you have additional questions or need to contact someone before the event, please email/call Jannah Vander Houwen at jannah@mtbible.org or 406-219-7628.