

Pilgrim Rest M. B. Church
852A Madison Ave**Madison MS
Policies and Procedures

Purpose: The purpose of these policies and procedures for Pilgrim Rest M. B. Church is to serve as a planning guide for its members and other users. It is also intended to serve as a standard for its leaders to help ensure that the use of the church facilities and other real property are consistently and fairly applied. The requested donations for nonmember use are needed to help offset the cost of general maintenance and repairs, cleaning and other general upkeep needs that are requested for preserving the property. It is intended to provide a vehicle by which Pilgrim Rest may be able to obtain minimal support from the users to help offset basic costs associated with operating the facilities.

Non-Purpose: This document is not intended to be punitive or divisive. It is not intended to place an excessive burden on the users. Its consistent application should provide for fairness and equitable treatment.

General Policy:

All requests to use any portion of the church's facility should be submitted in writing at least 30 days prior to the date of the event. A "Facility Reservation Request Form" should be used. This form should provide all the details as requested. If it is not complete and the required information needed to render a decision cannot be obtained, the request will be denied.

A response will be provided on all requests. If the request is approved, a security deposit will be due within five days of the response. A financial officer will issue a written receipt to the requester.

A deacon, trustee, or designee must be present for all functions.

PARTICIPATION:

- ✓ Participation in the Educational Activities Center (EAC) is open to everyone. All participants will be required to fill out a registration card and Hold Harmless Agreement at their first visit and follow all policies and procedures.
- ✓ Eligibility to participate will depend on the individual's willingness to abide by all policies and procedures.
- ✓ Registration by all participants is necessary for information and safety.
- ✓ An under-age child (12 years of age and under) must be accompanied by an adult at all times while in the building.

RESERVATIONS:

- ✓ All scheduled church functions take priority over any events at the EAC facility.
- ✓ All reservations must be made through the Church's office.
- ✓ Reservations by a group must be made at least 30 days in advance.
- ✓ Anyone using the EAC for any purpose is expected to abide by all policies and procedures.
- ✓ All events held at the EAC, will be subject through a walk through after the event with the EAC Facility Director. All groups are responsible for leaving areas they use as they found them.

KITCHEN AREA:

- ✓ The Kitchen Ministry will provide supervision to all who reserve the kitchen facility.
- ✓ Caters are allowed to use the kitchen area for food preparation but no cooking is allowed unless prior arrangements are made.

GENERAL GUIDELINES FOR THE EAC:

- ✓ We are interested in influencing others for Christ. Therefore, all participants should speak, dress and conduct themselves in keeping with the highest Christian standards.
- ✓ Shirts and shoes must be worn at all times.
- ✓ Dress must be reasonable and proper. See attachment.
- ✓ Clothing with slogans not consistent with Christian standards is not allowed.
- ✓ Profanity will not be tolerated in the EAC.
- ✓ Public display of affection is out of place in the EAC.
- ✓ The following items and actions are not allowed on the premises of the EAC: tobacco in any form, alcoholic beverages, controlled substances, anything considered a weapon, secular music, fighting, gambling, or anything that would detract from the Christian atmosphere.
- ✓ No loitering
- ✓ No solicitation
- ✓ Loud and excessive music will not be allowed on church property.
- ✓ We are not responsible for items lost or stolen or damage to personal property, while in attendance at the EAC.
- ✓ The EAC will be enforcing a ZERO tolerance policy. Willful violation of any policies or rules could lead to loss of eligibility to participate in any EAC activities. If there are problems that require discipline, the following procedures will be followed for minor violators:
 - 1st Infraction: Warning, explanation of rules, not allowed in center for 2 days.
 - 2nd Infraction: Notification of parents if under 18, not allowed in center for 1 week.
 - 3rd Infraction: Violators, to participate in EAC activities, must attend counseling session with officers of church.

Excessive violators will be dealt with on an individual basis.

Pilgrim Rest MBC, Pastor and Officers reserve the right to accept and/or reject usage of this facility.

I have read, understand and agree to abide by all policies and procedures.

Signature

Date

Pilgrim Rest M. B. Church

852A Madison Avenue * PO Box 71
Madison MS 39110
(601) 856-2609

FACILITY RESERVATION REQUEST FORM

Name of Requester _____ Date _____

Person in Charge, if different _____

Name of Organization _____

Address _____

Daytime Telephone _____ Evening/Mobile Telephone _____

E-mail and/or fax _____

Type of Event _____ Estimated number of attendees _____

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

Alternate Contact Person _____

Address _____

Daytime Telephone _____ Evening/Mobile Telephone _____

Facilities to be used: Sanctuary Church Kitchen Fellowship Hall EAC EAC Kitchen

Setup Arrangement: Banquet Style (Round tables Rectangle tables) Lecture Style

**NOTE: This form must be completed and returned to the church at least 4 weeks prior to the event.
Contact the Church office for donation information. All donations are due 5 days prior to the event.**

Do Not Write Below This Line
For Church Use Only

Date Received _____ Received by _____

Response: Approved Disapproved Requested Deposit _____

Pastor's Signature

Chair, Deacon Ministry Signature

Kitchen Committee - President

Date Notified

Donation Received _____

Pilgrim Rest Missionary Baptist Church

Hold Harmless Agreement

I, _____, do hereby release, discharge and/or otherwise indemnify and hold harmless Pilgrim Rest Missionary Baptist Church (PRMBC), its employees, agents and/or representatives, against any claim as a result of my participation in activities on or about PRMBC or at any function sponsored by the PRMBC, including, but specifically not limited to, sports activities at the PRMBC gymnasium from this day forth.

I further agree to protect, indemnify and hold harmless PRMBC against and from any and all loss, cost, damage or expense arising out of or from any accident or other occurrence on or about said premises, causing injury or damage to myself in any manner whatsoever. PRMBC shall not be responsible for and is hereby expressly relieved from all liability by reason of any injury, loss or damage to myself while in, on or about the PRMBC or at any function sponsored by the PRMBC, whether the loss, injury, or damage be to the person or property of said person.

A Photostat copy of this Hold Harmless Agreement shall be considered as effective and valid as the original.

Signature

Date

Witness, if needed