



## **Facilities at Mid-Cities**

Thank you for expressing interest in usage of Mid- Cities facilities.

Please read and complete this entire Facility Usage Packet. This Packet will provide you with all the details and policies of Mid-Cities Community Church regarding usage of our facilities. The Packet must be signed and submitted to the Facility/Events Coordinator.

Our desire is to assist you in your event needs. Please let me know if you have questions.

**Carmyn Rodriguez** | Facility/Events Coordinator

Mid-Cities Church

8700 State Highway 191

Midland, TX 79707

432.563.9444

# **Policies and Procedures for Facility Usage**

## **TYPES OF EVENTS**

**Church Sponsored Events** – These are events hosted by non-profit organizations desiring to use the facility for their non-profit purpose. Typically, Mid-Cities supports these organizations financially, through prayer, or in endorsements on a congregational level. These types of events do not require a facility usage fee, but may be subject to custodial and other service fees. Waiving any fees is at the sole discretion of Mid-Cities and must be approved well in advance by the building committee.

**Private Party/Community Events** – These events are reserved for individuals or organizations that desire to use the facility. These events will be subject to building usage fees and possible service fees depending on the event scheduled. Some facility usage fees will be waived for tithing church members who desire to use the facility for private party events only. Although the facility usage fee is waived, some other service fees will apply.

## **SCHEDULING**

All events must be scheduled at least one month prior to the desired event date for adequate time to schedule custodial and service personnel. The scheduling process includes a completed Facility Usage Application as well as the facility deposit check to reserve the date for the event. The facilities committee has 30 days to review the application and either approve or deny it. Only when the application and the reserve and damage deposit are received by the building committee will the date for the event be reserved. Please be aware the date is not confirmed until the facilities committee approves the application. Acceptance/approval of your application by the Building Committee may take as long as but not more than 30 days. If the application is not approved the check will be voided.

## **PLANNING TIMES**

Typically, events will not be scheduled on Sundays due to corporate worship. Monday through Friday events must be completed and all decorations must be removed from the building no later than 11pm. Saturday events must be completed and all decorations must be removed from the building no later than 6pm. The facility will not be available for use during the month of December.

## **TABLES AND CHAIRS**

Mid-Cities will provide 10 tables and 80 chairs if using Guest Central, The Box, or City Center. Any combination of 5ft round tables or 6ft rectangle tables may be used. Chairs are standard metal folding chairs. Any additional tables needed can be provided for \$10 per table. We recommend using a rental company for large events. No linens are provided by Mid-Cities.

## **Staff Personnel (Fees Applicable)**

### **FACILITY HOSTESS**

If needed, a facility hostess will receive a copy of the application and be informed of your facility needs. Prior to and during your event she will make sure the facility is cleaned properly, that all service personnel is ready and informed regarding your needs, and be available to answer any questions or assist you during the event.

### **SOUND AND LIGHTING TECHNICIANS**

Due to the complexity of our sound and lighting systems, only a Mid-Cities approved technician may be used for the event.

### **CUSTODIAL STAFF**

Mid-Cities custodial staff will be responsible for providing a clean facility. The building will be ready for the event at 12 pm the day prior to the event. Any additional cleaning required due to decorating will be the responsibility of the individual or organization renting the facility.

### **MEDIA TECHNICIAN**

Due to the complexity of our media equipment, only Mid-Cities technicians may be used for the event.

## **General Guidelines and Requirements**

Absolutely no alcoholic beverages are to be served or consumed on the premises. Non-alcoholic beverages served in a champagne fountain is a great alternative. No drugs or tobacco products of any kind are permitted in any part of the building at any time. Failure to comply by the renting party or their guests will result in the loss of the damage deposit and could result in cancellation of the event. The renting party shall be responsible for communicating this information to their organization and/or guests.

Mid-Cities is not responsible for personal belongings or valuables. Furniture and accessories must not be moved or removed.

Artwork and accessories must not be moved or removed from walls. Artificial trees cannot be moved or removed. Greenery may be used if returned to original location. Flowers may be placed in the pots with the greenery, but please do not borrow/transfer greenery to columns or other arrangements.

Posters, banners, stage design, or Christmas decorations may not be removed. You may want to revisit the church building prior to the event to see current stage design or if any wall posters and/or banners are up. Oversized banners may be removed at the sole discretion of building committee.

All necessary movements of furniture or instruments will be done by Mid-Cities staff. Drums will not be removed from the platform.

No food or drinks are permitted in the sanctuary. This includes snacks for small children and "sippee cups". Individual bottles of water with lids are permissible. Any violation of this policy may result in the loss of your security deposit.

No unattended children are allowed in the Sanctuary, on the platform, backstage, or in the baptismal area at any time. If your guests will be bringing their children, please inform them of this restriction.

No childcare rooms are available for use. A changing area is available in the men's and women's restroom in the Sanctuary facility, and in the restrooms in The Box foyer.

Nails, tacks, staples, pins, floral clay, duct tape, masking tape, or anything that will mar will not be permitted on pews, walls, woodwork, floors or furniture. Only high quality painter's tape may be used to secure or conceal cords on the floor. Failure to comply will result in the loss of your damage deposit.

### **REQUIRED PAYMENT**

Members of Mid-Cities who tithe (give 10% of their annual income to Mid-Cities) will be given full use of certain facilities without a facility charge. It is our way of expressing appreciation for your commitment and faithfulness to the church. A copy of your contribution statement will be reviewed.

This does not apply to tithing members who desire to use the building for an organization they are involved with. Non-tithing attenders will be asked to pay the facility charges. Everyone is required to pay the facility deposit as well as the damage deposit as soon as the event has been scheduled. One-half of applicable fees are due 60 days before the date of your event. The remainder is due 30 days before your event.

To make a payment, please fill out the Facility Rental/Wedding Payment form online. We do **NOT** accept cash or check.

# Usage Fees for Events

## Non-Tithing Applicants

### FACILITY FEES

Sanctuary, Foyer, Guest Central, Small Kitchen, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,800
Sanctuary, Foyer, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,600
Sanctuary, Foyer, Guest Central, Small Kitchen	\$ 1,400
City Center (No Kitchen)	\$ 1,200
Guest Central and Small Kitchen	\$ 900
The Box and Box Foyer	\$ 900
Youth Worship Room & Bistro	\$ 900
Elevate (1st-3rd Grade Room)	\$ 900
Refuel (4th-5th Grade Room)	\$ 850
Adult Classrooms (AC1 - AC6)	\$ 150
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

### SERVICE FEES | Additional services available

Facility Hostess (if needed due to a large event)	\$ 150 rehearsal and event included
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Event	\$ 50/hour (only if Mid-Cities staff is employed)
Custodial	Fees will vary per room

We hope this information will help answer most of your questions about using Mid-Cities for your event. Any additional information may be obtained through your facility hostess or the church office.

## Worksheet for Facility Fees

Sanctuary, Foyer, Guest Central, Small Kitchen, and City Center	\$_____
Sanctuary, Foyer, and City Center	\$_____
Sanctuary, Foyer, Guest Central, Small Kitchen	\$_____
City Center	\$_____
Guest Central and Small Kitchen	\$_____
The Box and Box Foyer	\$_____
Youth Worship Room & Bistro	\$_____
Elevate (1st-3rd Grade Room)	\$_____
Refuel (4th-5th Grade Room)	\$_____
Adult Classrooms (AC1 - AC6)	\$_____
Facility Hostess	\$_____
Vocalist/Soloist	\$_____
Musician for Guitar/Keyboard	\$_____
Sound Tech at Event	\$_____
Custodial	\$_____
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

## Usage Fees for Events

Some Mid-Cities standard facility fees are waived for our tithing members.

### FACILITY FEES

Sanctuary, Foyer, Guest Central, Small Kitchen, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,300
Sanctuary, Foyer, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,200
Sanctuary, Foyer, Guest Central, Small Kitchen	\$ 1,100
City Center (No Kitchen)	Waived
Guest Central and Small Kitchen	Waived
The Box and Box Foyer	Waived
Youth Worship Room & Bistro	Waived
Elevate (1st-3rd Grade Room)	Waived
Refuel (4th-5th Grade Room)	Waived
Adult Classrooms (AC1 - AC6)	Waived
Damage Deposit (refundable after event)	\$ 250
Reserve Date (non-refundable, may be applied to fees)	\$ 100

### SERVICE FEES | Additional services available

Facility Hostess (if needed due to a large event)	\$ 150 rehearsal and event included
Vocalist/Soloist	\$ 100/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 150/hour rehearsal and ceremony included (only if Mid-Cities Worship Team is employed)
Sound Tech at Event	\$ 50/hour (only if Mid-Cities staff is employed)
Custodial	Fees will vary per room



## Tithing Member Worksheet for Facility Fees

Sanctuary, Foyer, Guest Central, Small Kitchen, and City Center \$ \_\_\_\_\_

Sanctuary, Foyer, and City Center \$ \_\_\_\_\_

Sanctuary, Foyer, Guest Central, Small Kitchen \$ \_\_\_\_\_

### Waived Fees for Tithing Members

City Center \$ \_\_\_\_\_

Guest Central and Small Kitchen \$ \_\_\_\_\_

The Box and Box Foyer \$ \_\_\_\_\_

Youth Worship Room & Bistro \$ \_\_\_\_\_

Elevate (1st-3rd Grade Room) \$ \_\_\_\_\_

Refuel (4th-5th Grade Room) \$ \_\_\_\_\_

Adult Classrooms (AC1 - AC6) \$ \_\_\_\_\_

Facility Hostess \$ \_\_\_\_\_

Vocalist/Soloist \$ \_\_\_\_\_

Musician for Guitar/Keyboard \$ \_\_\_\_\_

Sound Tech at Event \$ \_\_\_\_\_

Custodial \$ \_\_\_\_\_

Damage Deposit (refundable after event) \$ 250

Reserve Date (non-refundable, may be applied to fees) \$ 100

# Mid-Cities Church Facility Usage Application

## GENERAL INFORMATION

Contact Name: \_\_\_\_\_

Organization Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Phone 1: \_\_\_\_\_ Contact Phone 2: \_\_\_\_\_

Date of the Event: \_\_\_\_\_ Time of the Event: \_\_\_\_\_

Date of the Rehearsal: \_\_\_\_\_ Time of the Rehearsal: \_\_\_\_\_

Description of the Event: \_\_\_\_\_

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## SERVICES NEEDED

Sound Technician: \_\_\_\_\_

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Light Technician: \_\_\_\_\_

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Media Technician: \_\_\_\_\_

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*(Please be specific as to what is needed so we can best serve you.)*

**FACILITIES NEEDED**

Sanctuary/Foyer | capacity: 1000 \_\_\_\_\_

Sanctuary/Foyer/Guest Central \_\_\_\_\_

Guest Central/Foyer | capacity w/tables & chairs: 80 \_\_\_\_\_

The Box | capacity w/tables & chairs: 160 \_\_\_\_\_

Adult Classrooms | capacity varies from 12-120 \_\_\_\_\_

Youth Worship | capacity: 140 \_\_\_\_\_

City Center | capacity w/tables & chairs: 160 \_\_\_\_\_

Elevate (1st-3rd grade room) | capacity: 240 \_\_\_\_\_

Refuel (4-5th grade room) | capacity: 100 \_\_\_\_\_

**EQUIPMENT NEEDED**

Chairs:      Yes              No                      If yes, number needed: \_\_\_\_\_

Tables:      Yes              No                      If yes, number needed: \_\_\_\_\_

Rental Company Name: \_\_\_\_\_

If using a rental company, explain the pick up and drop off arrangements made:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**MISCELLANEOUS QUESTIONS/NEEDS**

Will there be any food served at this event? Yes      No

If yes, what is the catering company being used and what arrangements have been made for pick up and drop off?

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Are there any special needs or requests, not covered in this packet or application, which the hostess of Mid-Cities Church needs to know about?

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Have you included the \$100 reserve date fee along with this application? Yes      No

Have you completed the required membership class and placed membership at Mid-Cities Community Church? Yes      No

Do you tithe (give 10% of your annual income) to Mid-Cities Church? Yes      No

Do you understand that a copy of your contribution record to Mid-Cities will be reviewed? Yes      No

I have read and agree to abide by the policies stated in this application. I further agree to pay any and all fees according to the fee schedule outlined within the policy. I also understand that submission of this application and the facility deposit does not guarantee the date for my event. If the date is not agreed upon and I choose to host the event elsewhere, I understand Mid-Cities Church will shred or mail back, whichever I choose, the facility deposit that is included with this application. I acknowledge that the acceptance/approval of this application may take as long as, but not more than, thirty days.

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Print name of Responsible Party

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Signature of Responsible Party

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Date

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Signature of Building/Events Coordinator