



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 Medellin | 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 facilities 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 facilities 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 Facilities 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.

If these times are not adhered to, you may lose your deposit and it could effect ability to rent a room at Mid-Cities in the future. The facility will not be available for use during the month of December.

TABLES AND CHAIRS

Mid-Cities can provide tables and chairs for your event. Any combination of 5ft round tables or 6ft rectangle tables may be used. Chairs are standard metal folding chairs. 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 on building matters 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 the agreed upon time. 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

Wine is permitted for communion only. Absolutely no other 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 building at any time. Playground use is not

permitted. 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 or gaffer's tape may be used to secure or conceal cords on the floor. No glitter may be used for decoration purposes. Confetti is permitted in non-carpeted areas only. 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.

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.

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)	\$ 2,000
Sanctuary, Foyer, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,800
Sanctuary, Foyer, Guest Central, Small Kitchen	\$ 1,600
City Center (No Kitchen)	\$ 1,400
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)	\$ 500
Reserve Date (non-refundable, may be applied to fees)	\$ 100

SERVICE FEES | Additional services available

Facility Hostess (if needed due to a large event)	\$ 200
Vocalist/Soloist	\$ 300 (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$ 300 (only if Mid-Cities Worship Team is employed)
Mid-Cities Sound Tech at Event	\$300 (only if Mid-Cities staff is employed)

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	\$ _____
Mid-Cities Sound Tech at Event	\$ _____
Damage Deposit (refundable after event)	\$ 500
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)	\$ 1,500
Sanctuary, Foyer, and City Center (Includes Light Tech, Sound Tech, Video Tech, and Custodian, does not include City Center Kitchen)	\$ 1,400
Sanctuary, Foyer, Guest Central, Small Kitchen	\$ 1,200
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)	\$ 500
Reserve Date (non-refundable, may be applied to fees)	\$ 100

SERVICE FEES | Additional services available

Facility Hostess (if needed due to a large event)	\$200
Vocalist/Soloist	\$300 (only if Mid-Cities Worship Team is employed)
Musician for Guitar/Keyboard	\$300 (only if Mid-Cities Worship Team is employed)
Mid-Cities Sound Tech at Event	\$300 (only if Mid-Cities staff is employed)

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 \$ _____

Damage Deposit (refundable after event) \$ 500

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: _____

SERVICES NEEDED

Sound Technician: _____

Light Technician: _____

Media Technician: _____

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

FACILITIES NEEDED

Sanctuary/Foyer _____

Sanctuary/Foyer/Guest Central _____

Guest Central/Foyer _____

The Box _____

Adult Classrooms _____

Youth Worship _____

City Center _____

Elevate (1st-3rd grade room) _____

Refuel (4-5th grade room) _____

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?

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?

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 reserve date fee 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 reserve date fee 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.

Print name of Responsible Party

Signature of Responsible Party

Date

Signature of Facility/Events Coordinator