The Branch at Mission Hills

Use of Facility Guidelines

Approved in Ministry Meeting on this date: August 21, 2019

1. Contact Ricky Pickett or Lee Collins for an application to begin the application process:

Ricky Pickett (phone: 205-281-5855; email: ricky@pickettconstruct.com)

Lee Collins (phone: 205-728-4350; email: Rlcollins81@icloud.com)

1. Facility will only be available for events that are in harmony with the Bible and the current *Baptist Faith and Message*.
2. Any event held in The Branch facilities will require a church member to be responsible for unlocking, regulating thermostats, monitoring the event, clean-up, and locking.
3. The designated church member has the responsibility to enforce these guidelines and the right to terminate an event if the guidelines are violated.
4. Smoking in not permitted anywhere in the facilities of The Branch.
5. Alcoholic beverages are not permitted anywhere on the campus of The Branch.
6. The Branch is not liable for any damage done to clothing, equipment or other personal property brought onto the campus.
7. The applicant is responsible for any damage done to the property of The Branch either by the applicant or any of the applicant’s guest(s).
8. All personal items brought onto The Branch campus must be removed at the conclusion of the event. The Branch will not be responsible for storing personal property after the event.
9. Nothing on the stage will be moved without specific permission and
* Stage equipment and instruments will be cleared by The Branch tech crew.
* On-stage instruments will not be used without specific permission detailed in the request.
* Sound/Video equipment will not be used without a Tech Crew member from The Branch to operate it.
* No one is allowed in the Sound/Video booth area of the Sanctuary without permission from the attending Tech Crew member.
1. Church wifi (*The Branch – guest*) can be accessed with the password *branch*.
2. The children/nursery areas are not available without permission.  If permission is granted, the applicant will be expected to wipe down all surfaces in clean-up and return the room as it was found.
3. The church offices (Pastor/Associate Pastor) are not available.
4. The recreational equipment (bounce-house, snow-cone machine, popcorn machine) is not available for private events.
5. The church copy machine is not available without permission from a church representative and that representative to operate it.
6. It is expected that the facility be left clean, trash emptied, and all furniture returned to its original place.
7. Dates requested for use of facility will be submitted to Ricky Pickett in writing. Approval or Denial for use will be acknowledged from him within a week from submission of the written request.

Request should include:

* Responsible person(s) with contact information: phone number, email address, mailing address
* Date(s) needed
* Purpose of use (birthday party, family gathering, etc.)
* Number of people expected
* Time of day for the beginning/end of the event: request should include any preparation for the event such a set up and decorations as well as clean up.
* Need for tables, chairs, etc.

**Application for use of the Facilities of**

**The Branch at Mission Hills**

**1669 Mission Hills Road**

**Alabaster, AL 35007**

**Applicant Name**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Church Member sponsor (if applicant is not a church member)\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

(Organization- if this is an official gathering: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Purpose** of the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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**Contact Information**: Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ (texting: yes/no)

Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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

**Date(s) Requested**:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Beginning/Ending Time of the event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Extra time before the Event:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Anticipated clean up time:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Room Request**: (Sanctuary - Fellowship Hall - Classroom)

Anticipated number of guest on the campus:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

What changes to the room do you require:

(move chairs or other furniture, set up tables, clear stage area, etc.)

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