



Pine Grove Missionary Baptist Church

Standard Operating Procedures for Scheduling Events and Meetings

At Pine Grove M. B. Church

Members & Ministry Leaders

- **Ministry Meetings & Events – Planning for Current Year**

- Regularly scheduled meetings & events planned for **January – March** should be submitted to the church secretary (Monday – Friday from 9:00 am – 1:00) by **December 17th** for so that the meeting/event can be added to the Annual Church Calendar.
- Regularly scheduled meetings & events planned for **April - June** should be submitted to the church secretary (Monday – Friday from 9:00 am – 1:00) by **March 17th** for so that the meeting/event can be added to the Annual Church Calendar.
- Regularly scheduled meetings & events planned for **July - September** should be submitted to the church secretary (Monday – Friday from 9:00 am – 1:00) by **June 17th** for so that the meeting/event can be added to the Annual Church Calendar.
- Regularly scheduled meetings & events planned for **October – December** should be submitted to the church secretary (Monday – Friday from 9:00 am – 1:00) by **September 17** for so that the meeting/event can be added to the Annual Church Calendar.
- Information and Responsibilities for each request:
 - All requests should include date, time and location for the meeting/event.
 - If the meeting/event requires any assistance from another ministry leader, i.e. Sound, Audio, Video, Security, Culinary, please provide the specific requirements when you schedule the meeting. **(see form in Appendix A)**
 - Once the meeting/event has been added to the annual church calendar, please notify the church secretary as soon as possible if the meeting/event is canceled or if the time/location changes.

- **Ministry Meetings & Events - Planning for the Next Year:**

- Regularly scheduled meetings & events should be submitted to the church secretary Monday – Friday from 9:00 am – 1:00 by November 15th so that the meeting/event can be added to the Annual Church Calendar.
- Information and Responsibilities for each request:
 - Request should include date, time and location for the meeting/event.
 - If the meeting/event requires any assistance from another ministry leader, i.e. Sound, Audio, Video, Security, Culinary, please provide the specific

requirements needed when you schedule the meeting. (*see form in Appendix A*)

- Once the meeting/event has been added to the annual church calendar, please notify the church secretary as soon as possible if the meeting/event is canceled or if the time/location changes.
- Non-regularly scheduled meetings/events: Contact the church secretary Monday – Friday from 9:00 am – 1:00 pm to schedule your meeting/event.
 - Request should include date, time and location for the meeting/event.
 - If the meeting/event requires any assistance from another ministry leader, i.e. Sound, Audio, Video, Security, Culinary, please provide the specific requirements needed when you schedule the meeting. (*see form in Appendix A*)
 - Once the meeting/event has been added to the annual church calendar, please notify the church secretary as soon as possible if the meeting/event is canceled or if the time/location changes.

Non-Ministry Meetings & Events:

- Complete the form in *Appendix A*
- Submit the form to the church secretary 30 days prior to your meeting/event date
- See Facility Use Guidelines in *Appendix B*
- See *Appendix C* for Fees



PINE GROVE M. B. CHURCH CONTACT INFORMATION

PHONE: 256-837-8370

EMAIL: CHURCH ADMINISTRATOR - ADMIN@PINEGROVEMBC.ORG

ADDRESS: 759 PINE GROVE ROAD, HARVEST, AL 35749



Pine Grove Missionary Baptist Church

APPENDIX A

FACILITY USE REQUEST FORM

Name of requesting individual or group: _____

Are you a member of Pine Grove? Yes No

What facility and/or equipment are you requesting? (Check all that apply)

_____ Main Sanctuary _____ Fellowship Hall _____ Security
 _____ Conference Room _____ Classroom(s) _____ Kitchen (Culinary)
 _____ Audio/Visual _____ Sound _____ Recording

Date facility is requested: _____

Is this a recurring event? _____ Is so, what dates do you want the facility? _____

Hours requested: Begin: _____ End: _____

Approximate # of people attending the event: _____

Brief description of the event: _____

(Fee schedule and guidelines are provided on the back page.)

Signature of person requesting the facility: _____

 Printed Name

 (Contact Phone Number)

For office use only:

Request received by: _____

Date request received: _____

Approved by: _____ Date: _____

Notified by: _____ Date requestor notified: _____

APPENDIX B

FACILITY USE GUIDELINES

1. This information is for anyone requesting the use of Pine Grove M.B. Church facilities.
2. All church-related and non-church related activities requiring either the fellowship hall or other facilities must be scheduled via the church office and a Facility Use Request Form completed.
3. A representative from the Culinary Ministry must be on the church premises during all church-related and non-church-related activities that involves the kitchen. This person will arrive prior to the event to unlock the facility, remain onsite until the activity is completed, then ensure that the building is locked.
4. For all church-related activities, facility must be cleaned immediately after the event by the ministry using the facility.
5. For all non-church-related activities, a deposit is required. It will be refunded if the facility is properly cleaned and no items are broken or missing.
6. No food will be left in the freezer or refrigerator after an event/activity. Any food left will be discarded on Wednesday following the activity.
7. Any ministry using the fellowship hall will be responsible for setting up and taking down tables and chairs. No tables or chairs will be left on the floor.
8. Anyone requesting the use of the fellowship hall or anyone catering for any church organization must bring their own utensils, paper products (plates, cups, etc.) and dish towels.
9. Sound, Recording, Audio and Visual (A/V) equipment can only be operated by trained church personnel. For non-church related activities, the cost for audio/video support is assessed separately.
10. The request for using the facility must be submitted 30 days prior to the event to the church office Monday through Friday between the hours of 9:00 AM – 1:00 PM. The payment for the use of the facility and all associated fees/deposits will be due upon the requestor being notified of the approval of their request. Make the check payable to Pine Grove M. B. Church.
11. If the cancelation notice is not received 10 days prior to the scheduled event, NO refund will be provided unless the cancelation is due to an unforeseen emergency.
12. Pine Grove is a smoke and alcohol-free facility.
13. No furniture will be moved from classrooms or buildings without prior approval.
14. The fellowship hall's maximum capacity is 250 people.
15. The sanctuary's maximum capacity is 741 people.



Pine Grove Missionary Baptist Church

APPENDIX C

FEES

Wedding, Funerals and Other Events (Non-Members)

Wedding (includes sanctuary, fellowship hall & kitchen)	\$500.00	Additional \$40 each per hour for sound, audio/visual, security support
Rehearsal Dinners, Receptions, and Showers (Includes fellowship hall & kitchen)	\$350.00 (does not include food)	Additional \$40 each per hour for sound, audio/visual, security support
Other	\$350.00 (does not include food)	Must pay for musicians, minister & fee for sound, audio/visual, security support (Fees will be determined when facility is booked.)
Repast	\$250.00 + \$100.00 deposit	Must supply food and paper products
Funeral (Sanctuary only)	No Charge for facility	Must pay for musicians, minister & fee for sound, audio/visual, security support (Fees will be determined when facility is booked.)
Refundable Deposit	\$100.00	Refunded when facility is cleaned, no items missing and no items damaged.

Weddings, Funerals and Other Events (Members)

Weddings, Rehearsal Dinners, & Receptions (includes sanctuary fellowship hall & kitchen)	No Charge for facility (does not include food)	Must pay for musicians, minister & fee for sound, audio/visual, security support (Fees will be determined when facility is booked.)
Funerals (includes sanctuary fellowship hall & kitchen)	No Charge for facility or food	No charge for musicians, minister, sound, audio/visual, security support
**Showers, Dinners, Family Gatherings, Non-Ministry Events, etc...	\$250.00 (does not include food) + \$100.00.00 deposit	Additional \$40 each per hour for sound, audio/visual, security support
**Refundable Deposit	\$100.00	Refunded when facility is cleaned, no items missing and no items damaged.