



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Guidelines/Policies for Use of Facilities

Please carefully review all policies and guidelines outlined on the attached pages prior to signing the agreement. It is important that the lessee understands fully all rules herein outlined. Please note that if it is necessary for your contract to be altered, you must receive a written/signed confirmation by the proper authority herein listed. Your contract is not guaranteed until your deposit of 20% of the total rental fee has been received. This deposit must be received within 14 days of the date you received your application packet. All checks should be made payable to the Old Macedonia Missionary Baptist Church. If you pay your deposit with cash, it is required of the staff member receiving your deposit to present you a signed and dated receipt. Dates are available on first come first serve basis however services of the church will always be given priority over any other event. ALL events will be supervised by an authorized staff member.

Rev. Dr. Leonard O. Griffin
Senior Pastor
Old Macedonia Missionary Baptist Church



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Rev. Limuer Myers Community Enrichment Center

Rental Rules & Regulations

Old Macedonia Missionary Baptist Church, also known as OMMBC, is a non-profit organization and is unique within itself. Therefore, the Trustee Ministry is responsible for the care and protection of the facilities; therefore, the following rules and regulations are required:

1. Lessee will be held responsible for all actions of their caterer, florist, band and/or anyone involved with the event including guests.
2. No furniture from other rooms or offices may be moved without prior consent from the staff.
3. Smoking and/or alcoholic beverages are strictly prohibited.
4. No staples, nails, tacks, tape and/or other items may be affixed to the columns, floors, walls, windows, doors and/or furniture.
5. No pets of any kind (with the exception of service animals) are permitted.
6. Rice, birdseeds, glitter, confetti, liquid string, etc. may not be used inside or outside the Rev. Limuer Myers Community Enrichment Center.
7. Matches, sparkles, and/or smoke machines are not allowed.
8. Old Macedonia reserves the right to refuse any items brought into the building by the lessee and/or agents which could cause damage to the buildings or injury to guests.
9. All functions are to end at the agreed time.
10. No ticket sales at the door.
11. All trash must be removed from the building at the conclusion of the event. The trash must be placed in the on-site dumpster. If the dumpster is full, the trash must be removed from the premises.
12. All music and/or bands must be pre-approved.

Signature

Signature of Lessee



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Indemnity Agreement

IN CONSIDERATION and as a condition of OLD MACEDONIA MISSIONARY BAPTIST CHURCH hereinafter referred to as “Indemnitee”, and LESSEE hereinafter referred to as “Indemnifier”, entering into this Agreement and other valuable consideration, the receipt and sufficiency of which consideration is acknowledged, the Indemnifier and the Indemnitee agree as follows:

1. **Indemnification by Lessee.** Lessee shall indemnify and hold **Old Macedonia Missionary Baptist Church** harmless against all claims, demands, actions, liabilities, losses, damages, lawsuits and other proceedings at law or in equity, judgments, awards, commissions, fees, costs and expenses (including, without limitation, attorneys’ fees and expenses), of every kind and nature whatsoever to or of any party connected with or arising out of, or by reason of any gross negligent act or omission, breach of contract, willful misconduct, or tortious actions by Lessee or any Affiliate of Lessee, or any officer, employee, agent, contractor, subcontractor, or other person or entity working for Lessee or any Affiliate of Lessee.
2. **Indemnified Activity.** This Agreement is to provide for all the services contracted for in connection with the use of the Rev. Limuer Myers Community Enrichment Center. The Indemnitee seeks to be protected from any claim or cause of action for property loss or damage, personal injury, or death rising out of or as a consequence of or incident to Indemnifier’s presence on the said premises for the purpose of and during the course of my participation in such activities, including, but not limited to entry on, exit from, and travel within those premises either as a pedestrian or in any vehicle.
3. **Notice of Claim.** In the event of any claim or action, the Indemnitee must promptly provide the Indemnifier with written notice of the claim or action and will notify the Indemnifier of any legal proceedings relating to the claim or action within five (5) days of the Indemnitee’s receipt of notice of such proceedings. The Indemnitee must provide the Indemnifier with all known information available to the Indemnitee relating to the claim or action.
4. **Consent to Settlement.** The Indemnifier shall not settle any claim or action without the prior written consent of the Indemnitee.



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

5. **Termination.** This Agreement may be terminated at any time by either Party upon written notice to the other Party.
6. **Legal Fees.** In the event of a dispute resulting in legal action, the successful party will be entitled to its legal fees, including, but not limited to its attorneys' fees.
7. **Governing Law and Jurisdiction.** The Parties agree that this Agreement shall be governed by the Laws of South Carolina.
8. **Legal and Binding Agreement.** This Agreement is legal and binding between the Parties as stated above. The Parties each represent that they have the authority to enter into this Agreement.
9. **Entire Agreement.** The Parties acknowledge and agree that this Agreement represents the entire agreement between the Parties. In the event that the Parties desire to change, add, or otherwise modify any terms, they shall do so in writing to be signed by both parties.

The Parties agree to the terms and conditions set forth above as demonstrated by their signatures as follows:

Indemnitee (Old Macedonia Missionary Baptist Church)

Signed: _____

Name: _____

Date: _____

Indemnifier (Lessee)

Signed: _____

Name: _____

Date: _____



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

To: Old Macedonia Missionary Baptist Church

From: _____ Member Non-Member

Date: _____

Re: Request for Use of Facilities

I, _____, am requesting to lease the Rev. Limuer Myers Community Enrichment Center. The facilities will be used for the following:

- Wedding Rehearsal
- Wedding
- Reception
- Birthday Celebration
- Family Reunion
- Shower
- Other: _____

The date of my request is for: _____. If this date is unavailable, I am requesting my 2nd choice date: _____.

Start time: _____ End Time: _____

Address or E-Mail: _____

Signature

Date

****Note: Members are not allowed to lease for non-members****



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Events

Requests to use the Rev. Limuer Myers Community Enrichment Center require a rental fee outlined on next page. The reservation deposit of 20% along with the rental agreement must be received within 14 days of the request being made to assure use of the facilities for the date requested. If the reservation deposit is not received, the date becomes available for other use. The reservation deposit will be applied to the rental fee. If there is damage to any property or the facility, the lessee of the building agrees to pay the full amount due for the replacement/repair. If the event is to take place on the Saturday prior to a special event that will take place at the church on Sunday, it will be required that the event end no later than 7:00 pm (i.e. church anniversary, pastor's anniversary.) Should your event become unruly or inappropriate, the on-duty staff member of Old Macedonia Missionary Baptist Church is duly authorized to terminate your function. Should termination become necessary, all funds paid are NON-REFUNDABLE. OMMBC is not held liable for any lost or stolen property.

REGARDLESS OF THE EVENT, ALCOHOLIC BEVERAGES OF ALL TYPES ARE PROHIBITED FROM THE GROUNDS AND BUILDINGS. THERE WILL BE ABSOLUTELY NO EXCEPTIONS.

Security for all events will be provided by the Old Macedonia Missionary Baptist Church security ministry. There is a \$100.00 fee for all events which must be paid by lessee.



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

PAYMENT SCHEDULE OF RENTAL FEES

20% paid within 14 days of request.

Remaining 80% paid 30 days before event. (NOTE: Money orders or cashier's check required for final payment)

RENTAL FEE OPTION (Large Room Rental w/kitchen and gym)

Saturdays & Holidays	1 - 8 Hours	\$850.00
Sunday - Friday	1 - 5 Hours	\$750.00
Wedding/Reception (regardless of day)	1 - 8 Hours	\$850.00
Repast	1 - 3 Hours	\$300.00
Add'l Hours		\$50.00/HR

ADDITIONAL ROOMS AVAILABLE FOR RENTAL

Medium – Classroom	\$75.00
Large – Conference Room	\$100.00

****Kitchen rental available with rooms for an additional \$25.00**

REFUND POLICY

If it is necessary for the lessee to cancel a date, refunds are given as outlined:

Canceled 60 days before 80 % refund

Canceled 45 days before 40 % refund

Canceled **LESS THAN 30** days before ***NO REFUND**

*We will offer you an opportunity to choose an alternate date if desired. This will be based on availability of the requested date.



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Rev. Limuer Myers Community Enrichment Center Rental Agreement

This agreement must be returned with a deposit to reserve rental date.

This RENTAL AGREEMENT is made and entered into by and between Old Macedonia Missionary Baptist Church (“LESSOR”) and

Name of Individual, Club or Group: _____ (“LESSEE”)

Authorized Representative: _____

Mailing Address: _____

E-mail Address: _____

Telephone: Home: _____ Work: _____

This Rental Agreement shall be for the use of the Rev. Limuer Myers Community Enrichment Center by LESSEE for the following function: (please be specific)

The term of this Rental Agreement shall be for the following dates and times and in consideration of the rental of OMMBC, LESSEE shall pay rent as follows:

Date Requested: _____ Day: _____ Time Function Starts: _____

Time Needed: (Time includes set up and break down):

Total Cost:	\$	Amount of Deposit:	\$
Date Deposit Due:		Remaining Balance Due:	\$
Payment Type:	Cash/Check/Money Order/Cashier’s Check/ Givelify (add \$10)	Remaining Balance Due Date:	

Note: To verify current rates, please call or text the OMMBC building administrator (Chris Newsome) at (803) 507-7289.



Old Macedonia Missionary Baptist Church

200 Macedonia Road
North Augusta, South Carolina 29860
803-278-5244
www.oldmacedoniabc.org
Dr. Leonard O. Griffin, Senior Pastor

Audio Visual Request Form

Name: _____

Phone Number: _____

Email: _____

Date of Event: _____

Event Start Time: _____ Event End Time: _____

Services Requested:

Audio/Microphones

Video/Monitor Display

Please provide requirements _____

VGA Hookup

Need to contact A/V for additional consultation: Yes No

****There is a \$100.00 fee for all events which must be paid by lessee.**

*****Note: Video recording not available for weddings or other programs that require professional videography services.**