

Mount Moriah Missionary Baptist Church
Post Office Box 2831, 1201 South Eighth Street
Paducah Kentucky 42002-2831

E-mail: mtmoriahmbc@comcast.net
Church: 270-443-3714

website: www.mmmbc.com.
Fax: 270-443-7125

Reverend Dr. Calvin R. Cole, Sr.
Pastor

Deborah Spaulding
Church Administrative Assistant

RESERVATION FOR USE OF MT.MORIAH CHURCH FACILITIES
Call: 270-443-5256 CURTIS OR BESSIE NEWBERN

1. Name(s) of Event/Group: _____
2. Person responsible: _____
3. Address: _____
4. Phone Number _____
5. Purpose: _____
6. Date of Use: _____
7. Time: _____ To: _____
8. Number of People: (Approximately) _____
9. Facility(s) Needed: ___ Sanctuary ___ Fellowship Hall ___ Kitchen ___
10. **Classrooms or Nursery Will Not Be Utilized Under "Any Circumstance".**
11. ***Security Deposits*** - Refund Based on Condition Facility is Returned

Signature of Responsible Person: _____ Date: _____

Signature of Mt. Moriah Responsible Person: _____ Date _____

(over)

Refundable \$100.00 Security Deposit Required (All paid in full before use)

RENTAL COST (Not Refundable)

Members: (If not Mt. Moriah Church Function) \$50.00 Sanctuary
\$50.00 Fellowship Hall
\$25.00 for Kitchen Facility
\$30.00 for Audio Tech (Church)

Non Members: \$150.00 Sanctuary
\$200.00 Fellowship Hall
\$50.00 for Kitchen Facility
\$30.00 for Audio Tech

Weddings: (Non-Members) \$200.00 Sanctuary
\$250.00 Fellowship Hall
\$50.00 for Kitchen Facility
\$30.00 for Audio Tech

Weddings: (No Charge for members only) (Schedule Dates Per Calendar)
(\$100.00 Security Deposit Required) (Cancellation rule applies)

**Cancellations must be 30 days prior to the event or
Deposit will not be refund if scheduled date is not used**

NO RICE THROWING

BURN CANDLES ONLY ON UNITY CANDLE AND CANDLEABRA

**NO SECULAR MUSIC, A CD OF THE MUSIC IS REQUIRED OR A LIST OF THE
MUSIC MUST BE PROVIDED PRIOR TO THE WEDDING FOR APPROVAL**

EDUCATIONAL AND FELLOWSHIP BUILDING

**DO NOT REMOVE ITEMS CURRENTLY ON THE WALL IN THE
FELLOWSHIP/EDUCATIONAL BUILDING.**

**DO NOT TAPE OR STAPLE ITEMS TO THE WALL IN THE FELLOWSHIP AND
EDUCATIONAL BUILDING.**

IF CHAIRS OR TABLES MOVED, PLEASE RETURN TO ITS AREA

EACH FACILITY WILL BE INSPECTED BEFORE USE AND AFTER

A RECEIPT WILL BE ISSUED FOR PAYMENT AT TIME OF RENTAL

AND

**A SIGNED DEPOSIT REFUND RECEIPT WILL BE REQUIRED AT THE END OF THE
BUSINESS TRANSACTION**