

Monumental Baptist Church
901 Woodmore Lane, Chattanooga, TN 37411
<https://mbcchattanooga.org>
(423) 697-6106

Facilities Use Policy

Last revised: November 2, 2025

Thank you for your interest in using our facilities as a venue for your event. To make a reservation, please read this Facilities Use Policy and then submit the Facility Request form **at least 30 days in advanced of your event date**. *All requests are processed on a first-come, first serve basis.*

The Facilities Use Request form is found here: <https://mbcchattanooga.org/downloadable-forms/>

This Facilities Use Policy for Monumental Baptist Church, Chattanooga, Tennessee, outlines policies adopted by the church for use of its facilities for events other than those officially sponsored by the Monumental Baptist Church organization (e.g., Ministry, Sunday School, etc.). This policy is intended to provide a clear and consistent understanding for the use of Monumental Baptist Church (hereafter referred to simply as “the church”) facilities.

The usage contract of the church facilities is not transferable from one individual to another; one group to another; or one organization to another.

Restrictions

- This is a smoke free environment.
- No food or drink is allowed in any area of the church outside of the Fellowship Hall.
- Profanity, alcohol, nor illegal drugs are not permitted on the church campus at any time.
- No firearms are permitted on the premises.
- No flammable liquids or pyrotechnics such as, but not limited to, fireworks, gasoline, bottled gas and oil are not permitted anywhere on the church’s property.
- Nothing may be hung, attached to or suspended from any part of the building.
- No staples, tacks, pins, cellophane tape or anything that might mar/deface the walls or furnishings are allowed.

Violation of these restriction/rules can be considered breach of contract, and could result in forfeiture of your deposit and immediate suspension of your activity/event.

Guidelines for the use of the church facilities

Weddings, receptions, banquets, meetings, reunions, luncheons, concerts, fashion shows, and programs

All persons wishing to have non-church related activities/events (defined as any activity/event not specifically designed to bring souls to Christ) such as fraternity, sorority, class/club meeting, etc.

1. A Certificate of Insurance must be submitted naming Monumental Baptist Church as a co-insured entity for the date and times of the event. Any amount not covered by the insurance will be the responsibility of the lessee. If you or your organization do not have said insurance coverage, you are required to review, sign and submit the Waiver of Liability and Hold Harmless Agreement.
2. Once the Facilities Use Request form is submitted (online via the church's website, or via e-mail, postal mail, or in-person) your request will be reviewed by the Board of Directors of Monumental Baptist Church. You will be notified of the Board's decision within 14 days. A signed contract along with a non-refundable security deposit of \$200 is required after notification of approval, and as prerequisite to being placed on the church's calendar. The balance of the rental fee is due no later than two (2) weeks prior to the date of your event.
3. Events requiring ticket sales must be discussed prior to securing the activity/event. The church reserves the right to deny a request.
4. If an event is cancelled more than one (1) week prior to the scheduled event date, the organization will be refunded 100%. There will be no refunds for cancellations less than 1 week prior to the scheduled event.
5. Set-up design should be given to the Church Facility Coordinator at least two weeks prior to the activity/event; disclosing the number of tables, chairs and any other reasonable requests for arrangements. Any changes of arrangement requested after this period will be the sole responsibility of the lessee.
6. If a caterer is to be used, please provide to the Church Facility Coordinator the caterer's name, their contact information, and a copy of their liability insurance coverage. Any food left behind will be discarded.
7. Only Monumental Baptist Church's sound technicians are permitted to operate the church's audio/visual equipment or move/rearrange equipment (i.e. microphone, stands, monitors, etc.).
8. The Church Facility Coordinator shall be present when the church facilities are being used. However, the organization sponsoring the event must have its own staff to execute its duties and tasks before and after activities (i.e. staff to load, unload and handle activity material). The primary function of the Church Facility Coordinator is to act as an overseer of the church's facilities.
9. All music must be approved by the church's Minister of Music prior to the event. Please provide a song list or recorded music playlist at least 48 hours in advance. Submit your list to the Church Facility Coordinator.

10. At the time of securing your activity/event, you must give a starting and ending time. *All activities shall end no later than 10:00 p.m.*
11. Monumental Baptist Church is not responsible for unattended vehicles and contents on our parking lot.
12. Events with children present need a minimum of two (2) adults supervision. All children must be supervised by an adult at all times. Children should not be allowed to run and play in the hallways or restrooms. All children and adults are to stay in the designated area that was reserved by your group/organization.
13. There will be a breakage fee for any and all items damaged or missing as a result of your activity/event.

Room Rental prices

Event Spaces

All events and room usages are limited to four (4) hours maximum per day.

Space	Seating Capacity	Size (approx.)	Rate	Note
Fellowship Hall	150	71'x35'	\$500	No cooking allowed in kitchen. Please cater any food in and out. A food warmer is available for use.
Multipurpose room (rm. 230)	30	24'x24'	\$100	
Conference room (rm. #233)	33	31'x21'	\$100	
Sanctuary		71'x63'	\$1,000	
Chapel		56'x35'	\$550	
Gymnasium			\$500	

Added services, if requested, are at listed cost (below).

For members of Monumental Baptist Church

Church members and their nuclear* family will not be charged for the use of the Sanctuary, Chapel, and Fellowship hall for Funeral and Repast services.

For all other events, members are charged a flat rate of \$150 per room. This special member-only rate is for personal, private events only. Room rentals made by church members for, or on behalf of, third-parties (i.e., not for personal usage) are charged at the regular public rates listed above.

Church members will be refunded their \$200 advance security deposit after the Church Facility Coordinator checks-off post-event that no facility damage occurred.

*Nuclear family = A family group that consists only of spouses/parents and their children.

Additional Church-provided Services (if requested)

Service	Rate*	Stipulation
Musicians	\$100/hour/musician	2 hours minimum
Small sound system setup (1 microphone + speaker)	\$50 flat fee	
Large Audio/Visual setup (Multiple microphones, Audio/Visual systems, etc.)	\$125/hour	<ul style="list-style-type: none"> • Requires services of church's Sound/Media technician for duration of event. • 4 hours maximum
Security <i>(Required)</i>	\$100 flat fee	<ul style="list-style-type: none"> • One (1) church security staff member (not police). 4 hours maximum. • Groups > 25 people require <i>your</i> engaging, at your cost, an off-duty police officer for added security, in addition to the church security staff member.**
Cleaning Services	\$100 flat fee	

*Hourly rates will be rounded to the nearest 15 minute increment for services provided.

** Provide the Church Facility Coordinator with the officer's contact information.