

If your church group would like to rent either the large or small tent:

- Contact the Baptist Mission Center at 318.445.5772 or email [bmcpineville@gmail.com](mailto:bmcpineville@gmail.com) to check availability of the tent. Tent forms can be downloaded and printed from this website or call our office to ask that forms be mailed to you.
- Download the tent forms. Mail the [Tent Application](#) along with \$175 to officially schedule the tent. Include a copy of your insurance rider (see Tent Checklist) to the Baptist Mission Center (address below).
- Read the [Tent Checklist](#) to prepare for all aspects of tent use.
- After your Tent Application has been received, you will receive a call from Blake Futch, BMC Tent Consultant, to work out a time for delivery and set up of the tent.
- Provide 10 volunteers for small tent or 15 volunteers for large tent to assist with raising tent.
- Balance of tent rental and mileage reimbursement must be paid at least 2 weeks prior to tent use. Make check payable to Baptist Mission Center. The BMC will calculate the mileage for two round trips. Mileage rate is 54.5 cents per mile (IRS 2018 rate).

After event, please complete and submit the [Tent Ministry Report](#) , by mail or by scanning & e-mailing. If you have any questions, please call us. We are open Monday through Thursday. Closed on Fridays.

**Baptist Mission Center**  
[bmcpineville@gmail.com](mailto:bmcpineville@gmail.com)  
**2201 Melrose Street**  
**Pineville, LA 71360**  
**(318)445-5772**