



Church Facility Use Agreement

I affirm that:

1. I understand that the church does not allow its facilities to be used in a way that contradicts its faith or by persons or groups holding beliefs that contradict the church's faith.
2. To the best of my knowledge the purpose for which I am requesting use of church facilities will not contradict the church's faith, and I commit to promptly disclose any potential conflict of which I am aware or become aware to church staff.
3. I am not aware of any beliefs that are professed by me or the organization I represent and which is requesting use of the church's facilities that contradict the beliefs of the church. I agree to promptly disclose any potential conflicts in belief to church staff.
4. I understand that upon approval of my facilities use request, I will need to provide a certificate of liability insurance, and any other fees required by the church.
5. I understand that the church does not allow its facilities to be generally available to the public, and that my use of these facilities is subject to the pastor's approval, which is conditioned in part on my agreement to the requirements in the "Church Facility Use Policy," a copy of which I have read and understood.
6. I understand that I will be responsible for any damages to the church facilities resulting from this proposed use of facilities.
7. The church believes disputes are to be worked out between parties without recourse to the courts. See, generally, Matthew Chapter 18 and 1 Corinthians Chapter 6. Accordingly, users of the facility agree to attempt resolution of any disputes through Christian mediation.

Name

Date



MT ZION BAPTIST CHURCH

Glorifying God by Making Disciples of All Nations

Facility Request

PLEASE COMPLETE ENTIRE FORM

Name/Ministry/Organization: _____

Contact Person: _____

Contact's Email: _____

Contact's Phone: _____

Date Requested: _____ Start time: _____ End time: _____

Set-up Date: _____ Set-up Time: _____ Clean-up Time: _____

If this is a recurring event, please list date and time: _____

Area Requested:

- | | |
|--|---|
| <input type="checkbox"/> Meeting Room (Room # _____) | <input type="checkbox"/> Back Field |
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Chapel |
| <input type="checkbox"/> Family Life Center | <input type="checkbox"/> Outdoor Pavilion |

Anticipated Number of Participants: _____

Will a participant fee be charged for the event? Yes No

Will food or drink be served? Yes No

Additional Items Needed: Sound Equipment TV/DVD Table/Chair Room Other

Non-Profit? Y N

If yes, non-profit name & phone: _____

Facility Fees (Fees are due at time of event)

	Church Event	*Community Event
Sanctuary	No Cost	\$100 - 4 hour time block
FLC	No Cost	\$50 - 2 hour time block
Meeting Room	No Cost	\$50 - 2 hour time block
Chapel	No Cost	\$75 - 4 hour time block
Pavilion	No Cost	TBD

Community Personnel Fees (Fees are due at least 2 weeks before event)

Security Fee	No Cost	\$75
Audio/Video	No Cost	\$100 (for up to 4 hours)
Custodial Fee	No Cost	\$100 - FLC \$75 - Main Bldg.

*All non-church sponsored events must provide a certificate of liability insurance naming Mt. Zion Baptist Church as an additional insurer prior to use of facility.

OFFICE USE ONLY

Date Received: _____

Office Approval: _____

Security Needed/Notified: _____

Total Due: _____

Paid: _____

HVAC

Room/Area: _____

Time Scheduled: _____

Kitchen Use: Y N