



## Facility Request

PLEASE COMPLETE ENTIRE FORM

Event: \_\_\_\_\_

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(s) and time(s): \_\_\_\_\_

### Area Requested:

<input type="checkbox"/> Meeting Room (Room # _____)	<input type="checkbox"/> Hospitality Area	<input type="checkbox"/> Back Field
<input type="checkbox"/> Sanctuary	<input type="checkbox"/> Chapel	<input type="checkbox"/> Outdoor Pavilion
<input type="checkbox"/> Family Life Center	<input type="checkbox"/> Gathering Place	<input type="checkbox"/> Other _____

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 least two weeks before event)

	<b>Church Event</b>	<b>*Community Event</b>	<b>*All non-church sponsored events must provide a <u>Certificate of Liability</u> insurance naming Mt. Zion Baptist Church as an additional insurer prior to use of facility.</b>
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.

There will be a \$50-100 deposit (fee based on area used) for non-church sponsored events. This deposit will be refunded if cleaned properly after event. Deposit must be paid at least two weeks in advance.

### OFFICE USE ONLY

Date Received: \_\_\_\_\_

Office Approval: \_\_\_\_\_

Security Needed/Notified: \_\_\_\_\_

Total Due: \_\_\_\_\_

HVAC

Room/Area: \_\_\_\_\_

Time Scheduled: \_\_\_\_\_

Scheduled by: \_\_\_\_\_

Kitchen Use: Y N



## 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.

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Signature

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Date

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Printed Name