

APPLICATION FOR USE OF CHURCH FACILITIES

Mt. Zion United Methodist Church
6480 Caratoke Highway, Grandy, NC 27939
252-453-3559

Date of application: _____

Name of Group: _____

Type of Event:

_____ Single day event (Month/Day/Year) _____

_____ Weekly event (day of week, start & end date) _____

_____ Monthly event (date of month, start & end month) _____

Time required for use of the facility (including set-up, event, and clean-up)

Begin _____ AM / PM until _____ AM / PM

Approximately how many will be attending the event? _____

Description of activity:

Description of decorations (must be pre-approved):

Facilities required: _____ Fellowship Hall _____ Kitchen*

(*Kitchen includes use of sinks, counters, and serving areas. Use of stoves, ovens, pots and pans is prohibited unless prior approval is granted by the MZUMC Trustees.)

Name of person responsible: _____

Member of Mt. Zion UMC Yes ___ No ___

Address: _____

E-mail: _____ Phone #: _____

We, as users of the facilities requested, assume full responsibility for the safety, security, and supervision of the property, and all activities occurring thereon, during its use under the terms of this agreement. In consideration of the facilities use authorized by this agreement, we the users shall not claim any damages from MZUMC in connection with or on account of any injuries or damages arising in or on the property while being used by our group, its members, guests, or participants, and we further agree to indemnify and hold harmless MZUMC and its officers, agents, employees, and members from any and all costs, loss, fees, liability, claims or damages arising out of or as a consequence of or in connection with the use of the MZUMC facilities, buildings, or property by our group and its members, guests, or participants. By my signature, I certify that I am authorized to bind the group I represent. I have received a copy of the church guidelines and I understand that I am responsible for seeing that the guidelines are followed.

Signed: _____ Date: _____

FOR OFFICE USE ONLY:

Approved: YES ___ NO ___ By: _____ Date _____

Rooms assigned _____

Fees Paid \$ _____ Security Deposit \$ _____ Date Received _____

Approval of special decorations described above _____

Copy to be given to applicant after approval. Original application to be retained in the church office.

The Church's Mission and Facilities Use

Decisions concerning use of church facilities, i.e., buildings and properties, will be guided by the fact that they have been dedicated to worship, Christian education, community service, and related activities. In addition to providing space for its own activities and members, Mt. Zion United Methodist Church (MZUMC) offers meeting and activity space to organizations and groups which serve the needs and interests of the community and whose purposes and goals are consistent with the doctrines, beliefs, and social principles of the United Methodist Church. Permission to use facilities may be granted to the following organizations, groups, and individuals in the following priority order:

- Regularly-scheduled services and meetings of official groups and organizations that are either a part of or sponsored by the MZUMC; weddings, wedding receptions, funerals, and special family occasions (i.e., 50th wedding anniversary receptions) of MZUMC members.
- Other church groups and ecumenical organizations; weddings and funerals of non-members.
- Community service organizations which are non-profit and non-political in nature.
- Support or self-help groups which are non-profit and non-political in nature.
- Profit-making organizations and individuals whose purpose for the building usage requested are non-profit and non-political in nature.

Scheduling Facilities Use

All requests to schedule use of church facilities must be submitted in appropriate written form to the church office and/or MZUMC Trustees.

General Policies

- The use of decorations, the changing/moving of furniture (other than folding tables and chairs), the attachment of materials to the walls, etc., shall be done only with prior written approval of the Trustees.
- No permanent or temporary structure will be built anywhere on church premises. This includes, without limitation, such structures as platforms or devices that attach to the floor, wall or ceiling, or those that may damage coverings.
- Publicity material and public service announcements in which MZUMC's name is used must have prior approval of the Pastor or the Trustees.
- Dining or the serving of food is restricted to pre-approved designated areas.
- Groups and organizations are to confine their activities to the room, area or land that has been assigned to them. Hallways are only to be used for access and are not meeting or program areas. Entrance to the Narthex and Sanctuary is not permitted.
- Adequate supervision to insure participants do not interfere with other activities and groups using church facilities simultaneously is required.
- Use of church facilities shall conform to city fire and safety ordinances.
- The participation of children or youth in church facilities usage will be governed by provisions of MZUMC's Safe Sanctuaries policy.
- The following are NOT permitted on church property or in church buildings:
 1. Possession or use of alcoholic beverages
 2. Possession or use of illegal drugs;
 3. Illegal possession or any use of tobacco in any form inside the building;
 4. Possession or use of weapons of any description;
 5. Printed materials that violate provisions of the United Methodist Discipline regarding inappropriate sexually explicit materials.
- Equipment, furniture and supplies belonging to MZUMC are intended for use at church facilities. However, at the discretion of the Pastor or the Trustees, an exception may be made for loan of a reasonable number of wood folding tables to MZUMC members for use at their home for a special family event.

Additional Policy Provisions for Non-MZUMC Groups/Users

- Mt. Zion United Methodist Church events and programs have priority over any and all outside groups and organizations requesting use of church facilities.
- Non-MZUMC groups are responsible for their own set up and clean up of the facilities being used. This must be accomplished during the timeframe of the scheduled event. Groups using the church facilities are responsible for leaving the facility as they found it or as directed by MZUMC.
- Non-MZUMC groups are responsible for removing all trash from the church premises following the event.

Fees for Facility Use (Non-Members*)

The Glenn McCranie Fellowship Hall

\$ 50 1 – 50 People, up to 4 hours. \$10 for each additional hour.
\$100 51 – 100 People, up to 4 hours. \$15 for each additional hour.

Basketball Court with lights

\$ 25 Up to 2 hours. \$10 for each additional hour.

(*There is no fee for use by a MZUMC member; however, donations towards building use expenses are accepted and appreciated.)

In the event of an emergency during off-hours, contact Ted Jagucki _____

Adopted by Mt. Zion UMC Trustees

on _____