

Mount Zion United Methodist Church

Facility Use Policy

Mount Zion is a church and primarily a place for worship, instruction and fellowship for the congregation's activities and events. The use of Mount Zion UMC facilities for family celebrations, meetings, and special events must conform to the ministry, mission, and purpose of the church.

Mount Zion United Methodist Church has established the following terms and guidelines for use of its facilities. Thank you for adhering to these terms and conditions.

WHO MAY USE THE CHURCH FACILITIES:

The use of Mount Zion United Methodist Church Facilities (The Church) is generally restricted to groups that are sponsored by Mount Zion United Methodist Church, its members, and the faithful attendees of its congregation; these groups shall have priority in scheduling. Depending on the purpose and nature of the group and based upon application and prior approval by The Church Trustees Committee, the church facilities may also be made available, per usage agreement, to other non-sponsored, non-profit and non-commercial groups such as:

- Adult Christian Groups
- Supervised children's groups
- Adult community groups
- Community education groups
- Family Gatherings such as wedding/baby showers and reunions. (The church does not sponsor these type of events)

***Fund-raisers are not included in the approved usage of the church facilities by any outside group unless recommended by the Board of Trustees and approved by the Administrative Council.**

*** There will be no loaning of church property for offsite use. This includes tables and chairs.**

RESERVATIONS:

- The online facility use request form must be completed for all events. Parties should check the online calendar for previously scheduled events before setting date and time for theirs.
- The person responsible for the event must complete the online Facility Use Request Form.

- To defray maintenance and utility costs, the church will accept a freewill offering from members/attendees and their immediate families using the Fellowship Hall, Chapel, or classrooms. See the separate wedding policy for costs associated with weddings and receptions.
- Non-sponsored groups may complete the online facility use request form at any time; however, an approved reservation will not be scheduled more than three months prior to the requested date, and must be received at least two weeks prior to the event.
- Facilities may not be reserved for set-up more than three hours prior to event start time.

NOTIFICATION:

- Sponsored groups of The Church will be notified by e-mail or phone call after reservation form has been received, processed, and approved.
- The responsible party of a non-sponsored group will be notified by The Church office once a decision has been made by the Trustee Committee.
- Non-sponsored groups may be granted ongoing usage of the facility at the discretion of the Trustees. Should a scheduling conflict arise, Mount Zion will make a good faith effort to give the affected group a minimum of 30 days' notice. In case of an urgent scheduling conflict, the church will contact the scheduling party as soon as possible.

EXCLUDED ITEMS:

- The following may not be used by non-sponsored groups:
 - The Church offices, nursery rooms, phones, copiers, computer equipment and any additional items as listed elsewhere in this document.

GENERAL USE POLICIES:

- No smoking is permitted inside The Church.
- Smoking is only permitted outside, away from entrances to the facility.
- Ice should not be taken for personal use 24 hours prior to scheduled events on the church calendar (i.e. the Ole Fashioned Supper, VBS, and BBQ Chicken Dinner).
- No alcoholic beverages or unlawful substances are permitted inside The Church or on its property.
- No dancing is allowed on church property.
- Access to the facility outside of normal office hours requires prior arrangement through The Church office.
- Restrooms must be left in the order they were found, taking care to wipe sinks and countertops dry. Garbage cans also need to be emptied.

- It is understood that the responsible party agrees to pay for any damages, as determined by The Board of Trustees, to The Church or its property while in use by their group.
- Care must be used when attaching decorations to windows, doors, walls, and ceilings to ensure that no damage occurs.
- All informational posters, signage, etc. must be approved by the Church office.
- Adequate adult supervision must be provided for all children and all children's activities. An adult must be in the room at all times.
- No animals are permitted inside the facilities with the exception of trained assistance dogs for handicapped individuals.
- Mount Zion accepts no responsibility for lost, stolen, or damaged property belonging to the organization or its guests.
- The Church does not provide paper products. (paper plates, cups, cutlery, rolled paper towels) for non-church events.
- Any dirty tablecloths and dish towels need to be taken home, washed, and returned promptly.

ROOM SET UP:

- The individual or group requesting use of The Church is responsible for setting up tables, chairs, decorations, etc.
- No set-up may begin prior to 4:30 pm on Sundays.
- All kitchen equipment, dishes, glassware, and silverware may be used, but must be cleaned, and returned to their appropriate places.
- It is the responsibility of the group holding the event to reset the room the way it was found.
- Facilities may not be reserved more than three hours prior to event start time for set-up.

SANCTUARY USE:

Facilities are available to any member or faithful attendee of Mount Zion UMC. Non member requests are at the discretion of the pastor, Trustees chairman, and the Administrative Council.

- Any furniture moved in chancel area must be returned to its original position at the conclusion of the service.
- There will be a \$100 charge to clean the sanctuary payable by any group using the facility on Friday or Saturday. Submit check to Church Office in advance of the event.
- Sound system and multimedia system must be operated only by a trained technician from Mount Zion UMC (see General Audio Visual Policies and Fees section below).

- Pulpit and Altar can only be moved with the supervision and approval of a designated person, such as the pastor or a sound technician.
- The cross on the wall is never to be moved or removed for any purpose.
- Sanctuary pews may not be removed for any reason.
- No hymnals or materials in the hymn racks may be removed from the pews in the sanctuary.
- No decorations may be attached to church furniture, walls, or doors with tacks, nails, wire, or adhesive type tapes. Masking tape may be used with discretion on wood surfaces or floors, but not on painted surfaces. Tape must be removed and wood surfaces cleaned afterwards.
- Organ, Piano, Choir Pews, and Worship Banners are not to be moved without prior approval from Pastor or Trustee Chair.
- Drip-less candles/candle holders must be used.
- No food or drink is allowed in the sanctuary.

FELLOWSHIP HALL /KITCHEN USE:

- Any furniture moved must be returned to its original position at the conclusion of the event.
- Bulletin boards and signs are to be left in place. It is permissible to drape something over them if necessary.
- It is the responsibility of the group holding the event to clean up after the event.
- The group using the kitchen is responsible for any damage to the equipment.
- The ice machine may be used during meals in the church.
- The Fellowship Hall and Kitchen must be left clean after use.

CLEAN UP GUIDELINES:

In planning your event, please plan for sufficient clean up help ahead of time. It is the responsibility of the contact person to see that the clean up guidelines are followed.

- All decorations must be removed before leaving.
- Trash must be removed (from each area used) and placed in the trash dumpster. Please be sure to empty restroom garbage cans as well as nursery if used for diaper changing.
- Tables and chairs must be set up for the next scheduled event or the way it was found.
- Kitchen must be mopped and fellowship hall must be vacuumed before leaving.
- All interior lights should be turned off, all interior doors closed and all exterior doors secured prior to leaving.

INSURANCE STIPULATIONS:

- Each non-sponsored user must provide The Church a “proof of insurance certificate” to ensure the organization has adequate liability and medical payment coverage.
- The Church must also be named as an “additional insured” on the non-sponsored organization’s policy.
- If non-sponsored user does not have insurance coverage, then a non-liability clause will need to be signed when reserving an event.

GENERAL AUDIO VISUAL POLICIES AND FEES

- Audio Visual technicians are responsible for all aspects of the sound; they will have final authority over all parties for any changes to sound system equipment and set-up.
- All participants shall have completed set-up and sound checks at least 15 minutes prior to start of the event.
- All special requests for sound and projection system set-up must be submitted to Audio Visual team chair at least fourteen (14) days prior to the event.
- Only Mount Zion trained Audio Visual Technicians are permitted in the sound room.
- Any use of Mount Zion keyboard, organ, or piano must be approved.
- A best effort will be made to accommodate outside equipment.(e.g. MP3 players, amplifiers, direct boxes).
- Audio Visual Technicians are not responsible for damage to, or the proper operation of, outside equipment.
- Arrangements with Audio Visual Technician should be made prior to an event to bring in outside equipment to ensure compatibility.
- Damage caused by outside equipment connected to sound or visual equipment owned by Mount Zion United Methodist Church will be repaired at the expense of the person bringing in outside equipment.
- The Audio Visual Technician is not responsible for presentation preparation, compatibility problems, or providing special cables or connectors for outside equipment.
- For sponsored groups, honorariums (gifts at the giver’s discretion) for musicians, and Audio/Visual technician are payable directly to that individual.
- For non-sponsored groups-\$50/hour for Audio Visual Technician payable directly to those individual.