

Program Reservation Form

Please complete form and submit to **Kate Holeman (Reservation Coordinator)** with tel. (336) 599-6148 and e-mail: kate.holeman@gmail.com. You can also send this form c/o Mt. Zion United Methodist Church, 135 Clay Long Road, Hurdle Mills, NC 27541 with fax. (336) 364-3467.

*Individuals or groups (church members and non-members) wishing to use any facility at Mt. Zion UMC must be at least 21 years of age, submit this **Program Reservation Form**, and agree to comply with the **Facilities Guidelines and General Rules** set forth by the Administrative Board. Affirmation will be sent by email or phone call.*

Event Information

This is a non-Church event.

Name of Activity: _____

Date of Activity: _____ Start/End Time of Activity: _____

This is a recurring event. (Please list all dates below.) Additional Time needed for setup/teardown: _____

Dates for recurring, regularly scheduled meetings: _____

Estimated Number of People Attending: _____ Facilities Requested: Sanctuary Old Kitchen

New Kitchen Old Fellowship Hall New Fellowship Hall

Contact Information

Sponsored by: _____ Contact Person: _____

Address: _____ Signature: _____

Email Address: _____ Tel. Number: _____

Special Requests

- Sound System
- Other Requests _____

I have read, understand and agree to comply with the **Facilities Guidelines and General Rules** set forth by Mt. Zion United Methodist Church for use of the facilities.

Submitted by: _____ Date: _____

For Office Use Only

Approvals:

_____ Entered into church calendar _____ Notified the Facilities Team

_____ Confirmation sent and date

Comments: _____ Reservation Coordinator: _____ Date: _____

Mt. Zion United Methodist Church

Facilities Guidelines

The Book of Discipline of the UMC charges the local church Board of Trustees with the oversight and care of church facilities. The Mt. Zion United Methodist Church Board of Trustees developed the following **Facilities Guidelines & General Rules** that established specific policies for the management of our church facilities.

1. This facility shall be used in a manner consistent with the Book of Discipline of the UMC and the mission of the Mt. Zion United Methodist Church (MZUMC).

2. Church facilities are intended for MZUMC missions and ministries. However, members, non-members, and groups or organizations from outside the church may be allowed to utilize facilities as long as the proposed event meets the criteria established in this guidelines. Prior to the event, if it comes to the attention of the Board of Trustees that any of the General Rules #2 are intended, the Board of Trustees retain the right to withdraw use of the facility by that group. Any deposit will be refunded.

3. Individuals/groups (church members and non-members) wishing to use any facility at MZUMC must be at least 21 years of age, and must submit a Reservation Form (available at church office or online at www.mtzionumc.com). The form must be completed by the sponsoring individual/group and submitted to the Reservation Coordinator for confirmation of date, time, and location as best fits the church calendar. Individual/Group will be notified of confirmation by phone call or email. Events cannot be booked more than 12 months in advance.

4. Use of the facilities for programs and events will be scheduled on a “first-come, first-serve basis”.

5. The Board of Trustees in consultation with the Pastor shall retain the right to adjust any scheduled activities should unforeseen circumstance arise where the church should need the facilities. Every effort shall be made to facilitate each function. Any pre-paid fees or deposits will be returned to the individual/group requesting use of the facility.

6. Members are not required to pay fees for the use of all the church facilities. Love offering will be appreciated payable to “Mt. Zion UMC” by check.

7. Non-members shall designate and pay (by check payable to “Mt. Zion UMC”) the following fees to cover a portion of direct and indirect costs of the proposed use of the facility.

Facility	Fee Schedule	Charge
Sanctuary		No Charge (w/ Pastor’s Approval)
Old Fellowship Hall*		\$100.00/event
New Fellowship Hall*		\$300.00 (100 people)
		\$400.00 (200 people)
*including Kitchen Facilities		\$500.00 (300 people maximum)

8. Non-members shall also provide a \$150 deposit (by check payable to “Mt. Zion UMC”) to cover the cost of cleaning the facility should the facility require additional cleaning following the event. The deposit shall be returned if cleaning is deemed adequate by the Facilities Team or the Pastor.

9. Non-members requesting use of the facility shall sign a document assuming responsibility for the conduct of the users as well as any damage that may occur during the use of the facility.

10. The Facilities Team or designee shall open the facility allowing access to the facility during the event.

General Rules

1. MZUMC is a non-smoking facility. Smoking is prohibited in all buildings and the children's playground area.
2. The use of alcohol, non-prescription drugs, fireworks and firearms are forbidden. A violation of this rule will result in the immediate suspension of privileges.
3. The use, placement, and method of attachment of decorations, special signs, posters, or markers for the scheduled church event must be pre-approved by Facilities Team in coordination with the Pastor.
4. For non-church event, no objects shall be attached to any permanent fixtures, walls or ceiling with glue, tape or tacks except where accessories of this nature are provided.
5. No MZUMC sound, lighting or computer equipment shall be used without proper clearance from the Facilities Team.
6. No church furniture or equipment shall be removed from the church property without the approval from the Board of Trustees.
7. All non-church related events should be completed by 10:00pm.
8. The Facilities Team is the main contact persons for all groups using the MZUMC facilities. The Facilities Team or designee, will assist church events with building access, room set-up, HVAC requirements, security, and audio/visual equipment use. The Facilities Team should be notified well in advance of the event about any special needs that a group may have.
9. The Facilities Team and the church staff are not available to help with non-church events. The user of the facility must provide all necessary resources for room set-up, giving directions to the meeting location, parking, loading and unloading of supplies, and other tasks associated with the event.
10. If the event requires the service of church staff, maintenance personnel, or other personnel, the user accepts financial responsibility for payment for the services. Decisions about the necessity of extra services required for the event rest with the Board of Trustees.
11. Any publicity for an event not sponsored by MZUMC, whether in the form of brochures, e-mail, web information, or media ads, must have prior approval from the Facilities Team or the Pastor, and must state clearly and visibly the following: "Mt. Zion United Methodist Church is not a sponsor of this event."
12. The user of the facility should ensure that thermostat is returned to non-occupancy setting before leaving the facility; all windows and doors are closed and locked; and all lights are off prior to leaving the facility.
13. MZUMC members or staff are not responsible for any injuries or personal items on MZUMC property which also include any equipment or item left in the facility.