

# New Mt. Zion A.M.E. Church

## Facility Use Policies

### I. SCHEDULING

- a) Initiated through the Church Office Manager at least 6 weeks prior to the event. Church Office Manager will:
  - Gather pertinent information – type of event, proposed date, group size, room setup requirement
  - Give party(ies) a copy of the contract and policies
  - Discuss specific aspects of the policies – fee and deposit (if applicable), timeframes
  - Deposit of \$100.00 must be paid prior to scheduling (placing date on church's calendar) and approval of event
  - The pastor will review and approve event
- b) Once the contract is signed and dated by the event contact person and received by the Church Office Manager, along with fee (if applicable),
  - Office Manager will add the event to the church calendar
  - Office Manager
  - Office Manager will notify party that the event has been approved and entered on the church calendar.
  - A copy of the fully negotiated facility use contract should be given to the event contact person.
- c) General Information:
  - Meetings and events will not be scheduled on Sundays during worship service hours
  - All meetings and events must end no later than 10:00 p.m.
  - Use of sanctuary or fellowship hall will not interfere/conflict with church activities – choir rehearsals, church conferences, etc.

### II. MUSIC – when music is to be used as part of the event:

- a) Coordinate appropriateness of musical selections with pastor and/or minister of music
- b) When musicians, other than NMZ staff, will provide the music and use NMZ musical instruments, obtain approval from pastor and/or minister of music
- c) Sound system will only be operated by designated NMZ staff

### III. DECORATION

- a) All decorations are the responsibility of the parties;
- b) Decorations cannot be attached to the walls, woodwork, pulpit area;
- c) Pew markers cannot be attached to pews with tacks or tape – must use rubber clamps to secure pew markers;
- d) Flower containers with liquids must be set in pans to prevent drippings on the carpet/flooring;
- e) Only dripless candles may be used; and
- f) Existing NMZ church decorations and furnishings will not be moved (Sanctuary)

### IV. FOOD SERVICE – if any food is to be served, that information must be included on the building use request form. **NO COOKING WILL BE PERMITTED IN THE KITCHEN OR ON THE CHURCH GROUNDS.**

- a) Food items may only be served in the fellowship hall;
- b) All food items and drinks, paper goods (plates, napkins, cups, forks, spoons, etc.), serving utensils and other supplies will be the responsibility of the party;
- c) Only pre-prepared, "ready to serve" food items may be served; and
- d) No alcoholic beverages will be served.

V. FEES - See attached. Fees may be re-evaluated and adjusted periodically.

#### VI. MISCELLANEOUS

- a) Smoking is not permitted in the church facilities and church grounds;
- b) Alcoholic beverages are not allowed on the church premises;
- c) No rice, birdseed or confetti is to be thrown;
- d) The party is responsible and liable for damages by guest and/or vendors; and
- e) While on the premises, all conduct must be in keeping with Christian behavior standards. Improper conduct (i.e. violence, unruly behavior) may be grounds for cancellation of contract without returning fees.

## Facilities Policies Fees

|  | Members | Non-members |
|--|---------|-------------|
| Sanctuary                              | \$0     | \$650       |
| Fellowship Hall - non-church functions | \$250   | \$350       |
| Classroom/meeting room                 |         |             |
| Community Service/Civic Org.           | \$0     | \$50        |
| NMZ PowerPoint Operator                | \$75    | \$75        |
|  |         |             |
|  |         |             |

Explanation of terms:

A **member** of NMZ is someone who has been a member in good standing for at least **6 months** prior to the scheduling of the event.

**Ready to serve** food items – items that do not have to be cooked prior to serving, such as cold cuts, cookies, cake, nuts, punch. The steam table may be used to keep foods warm.

“**Non church**” related functions – personal events sponsored by church members – birthday parties, graduation parties, family reunion dinners and are events not sponsored by NMZ church or church auxiliaries.

**Community service/civic** Organizations refer to fraternities, sororities, girl/boy scouts, etc. Meetings must end by 9:00 p.m.

Fees are based on three (3) hour increments; additional time limits may be negotiated with the pastor or designated church representative. Sanctuary and fellowship hall events must end by 10:00 p.m.

NMZ A.M.E. Church  
**Facility Use Request Form**

**Sanctuary**  **Fellowship Hall**  **Meeting Room** – (in classrooms or conference room).

The New Mt. Zion A.M.E. Church enters into a Facilities Use agreement with:

Name of Group or Organization: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_ (H) \_\_\_\_\_ (W)  
\_\_\_\_\_ (Cell)

Email Address: \_\_\_\_\_

Type of Organization:  Religious  Educational  Social

Other/Describe: \_\_\_\_\_

Describe organization's mission, faith, philosophy: \_\_\_\_\_  
\_\_\_\_\_

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

Date of Event: \_\_\_\_\_ Time: \_\_\_\_  a.m.  p.m. **to** \_\_\_\_  a.m.  p.m.

Estimated # of Participants \_\_\_\_\_:

\_\_\_\_\_ Adults (19 +) \_\_\_\_\_ Teenagers (13-18) \_\_\_\_\_ Children (12 and under)

Food to be served?  Yes  No

\* All food must be "pre-prepared" and "ready to serve".

Room **Set-up** for Fellowship Hall, meeting and/or classroom:

Banquet Style – with head table(s) \_\_\_\_ Yes \_\_\_\_ No

Classroom style: with \_\_\_\_ tables and \_\_\_\_ chairs

Theater style: with \_\_\_\_ chairs only

Room completely cleared with no chairs or tables

Special set-up – Draw diagram on back of form or on separate sheet

Podium

Audio/Visual equipment: \_\_\_\_\_

Facility Use Fee: \$ \_\_\_\_\_

Deposit: \$ \_\_\_\_\_ paid on \_\_\_\_\_, 20\_\_

Balance: \$ \_\_\_\_\_ paid on \_\_\_\_\_, 20\_\_

**Signatures:**

Applicant \_\_\_\_\_ Date: \_\_\_\_\_

Church Representative \_\_\_\_\_ Date: \_\_\_\_\_