



FACILITY USE AGREEMENT

Name / Responsible Person _____ Date _____

Address _____ City _____ State _____ Zip Code _____

Phone #1 _____ Phone #2 _____ Email _____

Name of Group / Event _____

Description of Event / Function _____

Date(s) of Event _____ Group Size _____

Alternate Contact _____

Address _____ City _____ State _____ Zip Code _____

Phone #1 _____ Phone #2 _____ Email _____

Is this a wedding event? ___ Yes ___ No If yes, have you scheduled through the Pastor? ___ Yes ___ No

Frequency of Use ___ One time ___ Weekly ___ Bi-weekly ___ Monthly ___ Other _____

Day(s) of Use ___ Mon ___ Tue ___ Wed ___ Thu ___ Fri ___ Sat ___ Sun

Event Start Time _____ A.M./P.M. Event End Time _____ A.M./P.M.

Building entry time for Event preparation _____ A.M./P.M.

Building exit time for Event Clean Up _____ A.M./P.M.

Room(s) Requested ___ Sanctuary ___ Fellowship Hall ___ Classroom(s) ___ Kitchen ___ Board Room

I have read, understood and agree to follow all policies, rules, regulations and directives of Greater Mount Zion Church associated with the use of the facility. Further, I hereby agree to ensure that, prior to my final departure from the event, the condition of the building will be equal to, the same as or better than the condition prior to my event.

Signature of Responsible Person _____ Date _____

Print Signature _____ Date _____

For Official Use

Received by (Office Administrator) Initial _____ Date _____ N/A _____

Audio/Video (Patrick Hawkins) Initial _____ Date _____ N/A _____

PR Services Initial _____ Date _____ N/A _____

Culinary (Maxine Graham) Initial _____ Date _____ N/A _____

Security (Ed Welch) Initial _____ Date _____ N/A _____

Music (Levi Stephens) Initial _____ Date _____ N/A _____

Facility Manager (Ron Hawkins) Initial _____ Date _____ N/A _____

Total Cost \$ _____ Deposit \$ _____ Balance \$ _____

Deposit Received by _____ Date _____

FINAL APPROVAL

Pastor's Signature _____ Date _____

Dante' O King



GENERAL INFORMATION, POLICY & DISCLAIMER

It is the goal and desire of Greater Mount Zion Church (GMZ) to provide a spiritual, drug-free, healthy and safe environment for its members, visitors and clientele. Every effort is made to achieve and maintain our goal during all event and activities.

- The entire property of GMZ is a drug-free, smoke-free and alcohol free environment
- GMZ has a zero tolerance for the use, possession, distribution, sale or consumption of illegal drugs, tobacco products or alcoholic beverages by anyone while on the premises
- Everyone is expected to behave in a fashion that is aligned with all local, state and federal laws
- Anyone knowingly violating any law will be discharged from the property and/or reported to local or state authorities for prosecution
- GMZ will not be liable for any damage or injury to any party to this contract, or any other party to this contract, or any other person on the premises during the times of authorized use, or for damage to any property occurring on the premises, or any part thereof, or in the common areas thereof, unless the damage or injury is solely caused by the active and actionable negligence of GMZ staff or persons acting on behalf of GMZ.
- All parties to this agreement agree to hold GMZ, it's staff, officers and members, harmless from any claims for damages arising, due to personal or property damage occurring on the premises during the designated times of usage.
- If insurance is available to the parties to this contract, the parties or responsible person(s) are urged to procure insurance for the purpose of insuring their personal property.
- GMZ assumes no liability or responsibility for the personal property of any individual on the premises during the agreed upon and pursuant to the Facility Use Agreement.
- Children are not to be left unsupervised in any area of the church. All children are to remain with the responsible party(s).

Non-conformance with the Facility Use Agreement and policies therein, may result in the cancellation of the event, activity or program ministry and forfeiture of all funds.



CUSTODIAL/SET-UP INFORMATION

Will you decorate for the event? Yes No If yes, dates & times _____
Tables needed? # _____ Round # _____ Rectangular _____ No
Chairs needed? # _____ No
Dry eraser board needed? Yes No If yes, which room? _____
Projector needed Yes No If yes, which room? _____
Will you supply your own food? Yes No
Need use of the kitchen? Yes No

NOTE: Greater Mount Zion Church does not provide or furnish tablecloths, plates or eating utensils of any kind.

TECHNICAL SUPPORT INFORMATION

NOTE: A trained Greater Mount Zion Church Media Ministry member is the only person(s) authorized to operate church owned equipment. Our policy does require that you use our soundboard and other equipment unless an exception is granted by the Pastor or his designee.

Will you require technical support/personnel for a rehearsal? Yes No If yes, be specific about the hours and day(s) needed. _____

Will you need the soundboard? Yes No
How many cordless microphones will you need? # _____ N/A
How many corded microphones will you need? # _____ N/A
How many music stands? # _____ N/A
How many microphone stands? # _____ N/A
Will there be a speaker? Yes No
Will there be musical performers? Yes No
Will you need? Video Projector Power Point Projector Overhead Projector _____ Other
Will you need special music played from CD's/Cassette? Yes No
If yes, please explain _____
Will you have DVD's or video tapes to be played? Yes No
If yes, please explain _____
Do you want this event audio taped? Yes No
Do you have need for special lighting? Yes No
If yes, please explain _____
Do you have a need for a laptop computer? Yes No
If yes, please explain _____
Other Technical Support information? (Please explain) _____

TECHNICAL SUPPORT ASSIGNED – TOTAL HOURS NEEDED

Sound _____
Video _____
Multimedia _____
Lights _____



HOUSE RULES & MAINTENANCE

Greater Mount Zion Church (GMZ) is blessed to have such a wonderful place to serve God and His greater good. Please be good stewards of our valuable resources.

If a custodian is present for your event, please communicate with him/her for detailed instructions, cleanliness, and other details.

- Report any problems such as mechanical, electrical, spills or stains by using the 'Request for Improvement/Repair Form.' Please include as much information as possible and turn in at the Information Center
- Please contact the office as soon as possible for items that need immediate attention
- Cleaning supplies are located in the mechanical room.
- The vacuum cleaner is located in the maintenance closet, near the restrooms, just outside the Fellowship Hall.
- The First Aid Kit is located on the wall, in the kitchen above the sink
- A key for the maintenance closet and mechanical room is on a lanyard, under the counter of the Information Center
- Restrooms: wipe off counter, sinks and fixtures
- Trash Removal: remove all accumulated trash as a result of your event and place in the outside dumpster, located outside the church, near the pump house on the east side of the building. Additional trash bags are located in the maintenance closet across from the restrooms
- Kitchen: wipe down sinks and counters. Wash and put away all utensils, dishes, pots, pans, etc., and clean the floor
- Ensure that warmers, ovens, etc. are turned to the 'off' position.
- Lights: Ensure that all lights are turned off throughout the group's area(s) of usage (if applicable, communicate with the custodian)
- Secure Windows: Ensure that all windows are closed and locked.
- Secure Doors: Ensure that 'crash bars' on all exterior doors are in the locked position and other locks for exterior doors are in the locked position