

MONTROSE ZION UNITED METHODIST CHURCH (MZUMC)

Agreement to Use Church Facilities

Our desire at MZUMC is to accommodate and build relationships with community and charitable organizations. We believe that by working together, we can accomplish our goals to benefit the community more effectively than we can apart. We, therefore, desire not merely to provide a facility for your organization's meetings and events, but to network with you so that we can strategically accomplish our purposes together. We feel it is important to give first preference to organizations and events that are most in line with our organization's vision and core values: to invite others into our community of faith, to show them the ways of Jesus, and to send them out into the world in His name to serve others. For these reasons, we feel it is very important that you articulate the purpose of your organization and of the meeting or event that you are requesting on this form.

Thank you for taking the time to do this below.

Purpose of Event _____

Purpose of Organization (if applicable) _____

Responsible Person Making Request (please print) _____ Date _____

Address _____ Home Phone _____

City/State/Zip _____ Work Phone _____

E-mail Address _____

Name of **Group** Making Request (if applicable) _____

| | | | |
|-----------------------------|-------------------|------------------------|------------------------|
| Day and Date of Event _____ | Single Use | Event Start Time _____ | Event End Time _____ |
| Number of Attendees _____ | | Setup Start Time _____ | Cleanup End Time _____ |

OR

| | | | |
|---|------------------------|------------------------|--|
| Reoccurring Event | | | |
| Day(s) (i.e. every Saturday night, 3rd Tuesdays of the month) _____ | | | |
| Date to Start Your Event _____ | Event Start Time _____ | Event End Time _____ | |
| Number of Attendees _____ | Setup Start Time _____ | Cleanup End Time _____ | |

Rooms Needed (Check all that apply): Sanctuary Narthex Family Fellowship Center Kitchen

Lower Lounge Bride/Cry Room Groom Room

Class Rooms (specify room numbers) _____

Note: The following rooms are designated allergy friendly (NO FOOD ALLOWED AT ANYTIME): 104, 105, 106, 107, 110, 111, 113, 115, 131

Number of chairs _____ Type and number of tables _____

Food Services Needed? (If yes, please explain) _____

Child Care or Nursery Needed? (If yes, please explain) _____

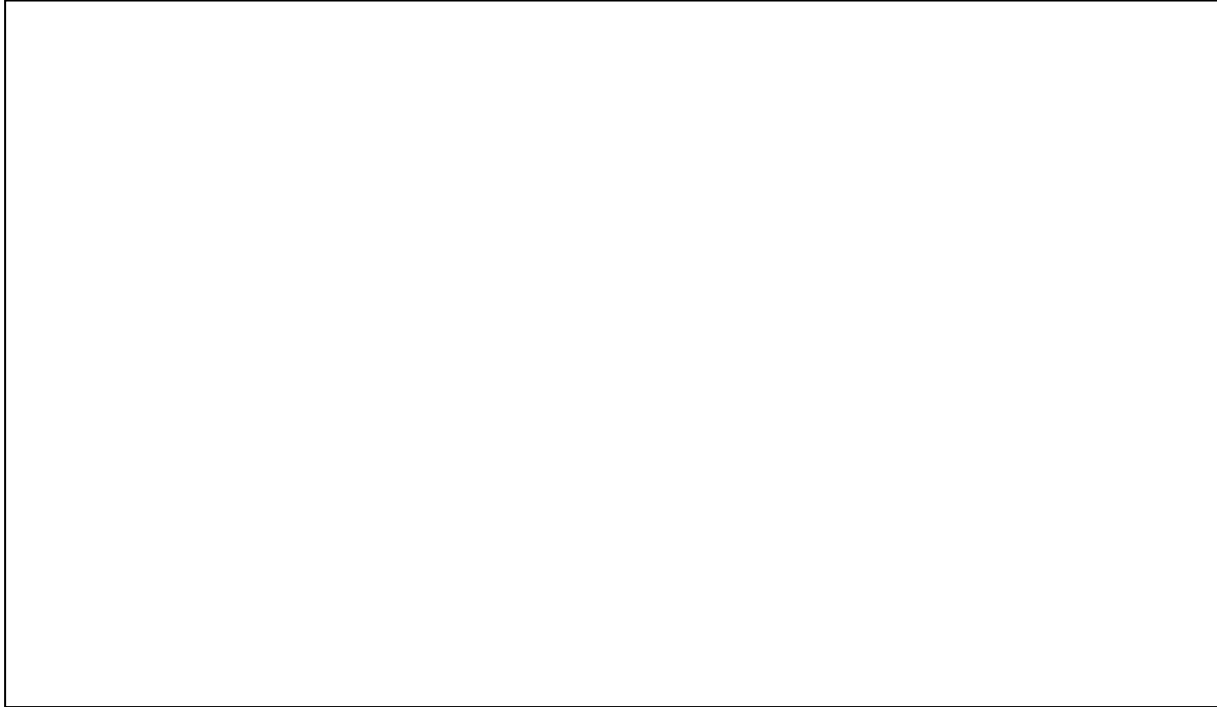
Circle additional equipment needed:

TV/VCR TV/DVD Chalkboards Microphone Dry Erase Board Projector/Screen Other _____

Signature of applicant _____ **Date** _____

Please draw a diagram of the setup needed for your meeting or event.

SET-UP DIAGRAM (For Custodial Use)



FOR OFFICE USE

Date received in office _____ **Date recorded on church calendar** _____

Date HVAC scheduled _____ **Other (i.e. snow removal)** _____

Do keys need to be signed out? If so, describe _____

Dates keys to be signed out/returned _____ / _____

Person responsible for opening and closing building _____

Date given to custodian _____

CC form to: Administrative Assistant Nursery Coordinator Wedding Coordinator

Food Service Coordinator Technicians Music Coordinator

Other(s): _____ CC Applicant

FEES

Fees listed below are for weddings and other one time events using church rooms or services. Depending on membership, the nature and purpose of the event, or other considerations, we reserve the right to modify any applicable fees. Please consider which fees may apply to your event. We request that all deposits are paid 1 month in advance (for weddings the deposit is due at the time of scheduling) and the remaining fees are paid 7 days prior to the event. In processing your request for building usage, we will contact you by mail, phone, or email as soon as possible in regards to fees to be paid.*

Sanctuary/Each Event:

| | Member | Non-member | Total |
|--|----------|------------|-------|
| Pastor | \$0 | \$180 | _____ |
| Sanctuary | \$0 | \$200 | _____ |
| Per Pianist/Vocalist (if provided by MZUMC) | \$150 | \$150 | _____ |
| Soloist (If provided by MZUMC) | \$150 | \$150 | _____ |
| Custodian (Required) | \$50 | \$50 | _____ |
| Event Coordinator (Required for weddings) | \$120 | \$120 | _____ |
| Audio Technician ** (up to 5 hrs.) | \$150 | \$150 | _____ |
| Each Additional Audio Technician Hour | \$25/hr. | \$25/hr. | _____ |
| Child Care Coordinator (\$50 minimum charge) | \$25/hr. | \$25/hr | _____ |

Family Fellowship Center and/or Kitchen/Each Event:

| | Member | Non-member | Total |
|--|----------|------------|-------|
| Family Fellowship Center | \$50 | \$150 | _____ |
| Family Fellowship Center & Kitchen | \$100 | \$350 | _____ |
| Custodian (Required) | \$50 | \$50 | _____ |
| Event Coordinator (Required for reception) | \$80 | \$80 | _____ |
| Audio Technician (\$50 minimum charge) | \$25/hr. | \$25/hr | _____ |
| Child Care Coordinator (\$50 minimum charge) | \$25/hr | \$25/hr | _____ |

Other Rooms

| | Member | Non-member | Total |
|---|----------|-----------------|-------|
| Narthex | \$0 | \$75 | _____ |
| Lower Lounge | \$0 | \$75 | _____ |
| Classroom # _____ | \$0 | \$75 | _____ |
| Classroom # _____ | \$0 | \$75 | _____ |
| Classroom # _____ | \$0 | \$75 | _____ |
| Classroom # _____ | \$0 | \$75 | _____ |
| Custodian (Required for events with refreshments) | \$50 | \$50 | _____ |
| Child Care Coordinator (\$50 minimum charge) | \$25/hr. | \$25/hr. | _____ |
| | | Total All Areas | _____ |
| Key Deposit (Refundable) | \$50 | \$50 | _____ |

***FEES FOR RECURRING EVENTS ARE DETERMINED BY THE TRUSTEES**

**See Sound System Agreement

| | | |
|---|----------------|--|
| Total fees for event: | \$ _____ | |
| Non-refundable Deposit for fees required: \$ <u>100 or fee if smaller</u> | | Date due* _____ |
| Remaining Fees (Total less deposit): | \$ _____ | Date due (one week prior to event) _____ |
| Refundable deposit for key(s), if applicable: \$ _____ | | Date due (one week prior to event) _____ |
| Fee for recurring event: Amount \$ _____ | Date due _____ | This agreement ends on (date) ** _____ |

** This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.

Please make all checks payable to MZUMC and submit them to the church's Administrative Assistant.

* Non-refundable deposit due along with all forms one month prior to event. For weddings, deposit is required at the time of approval of the application.

Please return forms to Montrose Zion United Methodist Church, 565 N. Cleveland-Massillon Road, Akron, OH 44333. After approval, a copy will be returned to you.

RESERVATIONS FOR USE OF THE CHURCH FACILITIES WILL NOT BE MADE UNTIL THE SIGNED APPLICATION IS APPROVED BY MZUMC.

Signature of Applicant

Date

Approving Agent, Montrose Zion United Methodist Church

Date

Note: Depending on the time and date of your meeting, we may need to loan you a copy of the church key, which will be signed out through our church office. To do this, please contact the church's administrative assistant at 330.665.9817 **as soon as possible** before your event.

We kindly ask that the key is picked up within 48 hours before the event, and given back within 48 hours after the event. The deposit for the key will be returned to you in full upon the return of the key.

We ask that you please lock the church door before you leave. This is done by turning the key on the wall panel by the church office door until the light turns red, then punch in the door-lock code listed on the right.

Thank you in advance for your cooperation.

MONTROSE ZION UNITED METHODIST CHURCH RULES AND REGULATIONS FOR BUILDING USE

1. Organizations and/or individuals using rooms agree to abide by the rules and regulations as listed below established by the Board of Trustees of MZUMC.
2. The applicant also agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules, and regulations of all governmental authorities while using the agreed upon facilities.
3. The use of any part of the facility must be cleared through the MZUMC's Administrative Assistant in the Church Office and must appear on the master calendar (in addition to any other required permission) at least **one** month in advance of event. Only the requested space/area will be permitted to be used.
4. The applicant agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of MZUMC.
5. Organizations and/or individuals granted the use of any church facility assume the responsibility for any damage or breakage during such use. Damage or vandalism will be grounds for cancellation of any agreement, and costs of repairs or replacement will be the responsibility of the Individual, Group, or Responsible Agent in charge.
(Agreement signer)
 - a) If MZUMC is to be used for physically active events i.e. basketball, volleyball, exercise programs, etc., applicant(s) must provide a copy of insurance at time of application (see letter b. below).
 - b) Organizations and/or individuals promise and warrant that they carry liability insurance with a minimum liability occurrence limit of \$1,000,000. The organization and/or individual will provide a certificate of insurance to MZUMC at least seven days prior to the date upon which the organization and/or individual begins to use the above described premises. The certificate of insurance will indicate that the organization and/or individual has made MZUMC an "additional insured" on the organization and/or individual's policy with respect to the use by the organization and/or individual of the premises agreed to on the application.
6. Smoking is prohibited anywhere in the church facility or within 15 feet of any church entrance or exit.
7. **Alcoholic beverages are prohibited on any of the church property, including the parking lot. All food and beverages are prohibited in the Sanctuary.**
8. Any function should begin promptly at the scheduled time and premises are to be vacated promptly at the closing hour indicated on the application.
9. The building shall be vacated no later than 10:00 pm. The parking lot is to be cleared of any traffic by 10:30 pm. All vehicles using the parking lot are not to exceed the 15 mph speed limit.
10. The applicant agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which the applicant will use, including entrances and exits.
11. No signs, materials or posters may be attached to walls or doors within the church. All decorations must be removed immediately following the event.
12. Dishes, silverware and ovens are not to be used unless approved in advance by the Board of Trustees.
13. If permission is given to use the kitchen, these rules will be observed:
 - Follow equipment directions where noted.
 - Clean all equipment and surfaces that you use.
 - The dishwasher is to be run by a representative of the church only.
 - Any leftover food is to be disposed of immediately and not left in the refrigerator.
 - Turn out all lights and assure that all equipment is turned off before leaving.
14. The custodian fee includes pre-arranged set up and take down of tables and chairs and general cleanup after the event.

15. Room Capacity: Sanctuary = 520 Family Fellowship Center (Chairs only) = 319 Family Fellowship Center (With table and chairs) = 180 Lower Lounge Area = 86 (Chairs Only) Classrooms = 35

16. MZUMC reserves the right to cancel/reschedule an event (not to include weddings) if the church is needed for a funeral. If the event is cancelled a refund will be provided.

The user of any facility agrees to abide by the Montrose Zion United Methodist Church policies in effect as a prerequisite to such use, and agrees to hold harmless, indemnify and defend MZUMC (including MZUMC's agents, employees, and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury, or property damage which may result from any person using the agreed upon premises, its entrances and exits, and surrounding areas, for the applicant's purposes, regardless of whether such injury or damage results from the negligence of MZUMC (including MZUMC agents, employees and representatives) or otherwise.

Name of applicant indicating agreement to the above terms (please print)

Signature of applicant indicating agreement to the above terms

Date

Please attach a copy of liability insurance, if required (see #5 above).

Montrose Zion United Methodist Church Sound System Agreement

There are two options if you need a sound reinforcement system:

- 1) You may bring your own system
- 2) You can utilize one of the church's sound technicians for an additional \$150.00 (up to 5 hours) plus additional hours at \$25.00 per hour.

Option choice (initial choice)

1) _____

2) _____

Print Name

Signature

Date

Street Address

City, State, Zip

Phone#

E-mail Address

Montrose Zion United Methodist Church Wedding Arrangements & Description

Please See Fee Schedule for Costs

| TERMS | DESCRIPTION OF FEES |
|--------------------------|---|
| Minister/Clergy | The fees for ministerial services include pre-marriage sessions, rehearsal, and wedding |
| Building | Use of sanctuary, bride room, and groom room And/Or Use of family fellowship center, kitchen, or other areas for reception (caterer must bring own equipment unless approved otherwise by Trustees) |
| Deposit | Non-refundable, due at time of scheduling |
| Musician(s) | Fee is <u>per musician</u> and includes the rehearsal and wedding |
| Soloist | If provided by MZUMC, see fee schedule. If hired by bridal party, fee is paid directly to the soloist. |
| Event Coordinator | The fee for the wedding includes the rehearsal and wedding. There is an additional fee if there is a reception. |
| Custodian | The minimum fee required for cleaning up and getting the church ready for ministry again |

PLEASE NOTE:

- **Facilities will not be reserved until forms are received and accepted by MZUMC.**
- The use of the family fellowship center and/or kitchen will be determined by the Board of Trustees.
- Non-refundable deposit due at time of scheduling.
- **All remaining fees due one week before rehearsal. Date due: _____**
- **Alcoholic beverages are not permitted on Church property, including the parking lot. Smoking is prohibited in the Church or within 15 feet of any church entrance or exit. Initial here: _____**
- **All food and beverages are prohibited in the sanctuary.**
- **Please respect the sanctity of our worship facilities. All behavior and pictures need to be appropriate.**

Name of Person(s) Responsible for Fees (please print)

Phone #

Signature of Person(s) Responsible for Fees

E-mail