

**MONTROSE ZION UNITED METHODIST CHURCH**

**565 N. Cleveland Massillon Rd, Akron, OH 44333**

**(330)665-9817**

[www.mzumc.org](http://www.mzumc.org)

**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.*

Name of **Group** Making Request (if applicable) \_\_\_\_\_

Purpose of Organization (if applicable) \_\_\_\_\_

Purpose of Event \_\_\_\_\_

Responsible Person Making Request (please print) \_\_\_\_\_ Date \_\_\_/\_\_\_/\_\_\_

Address \_\_\_\_\_ Home Phone \_\_\_\_\_

City/State/Zip \_\_\_\_\_ Cell Phone \_\_\_\_\_

E-mail Address \_\_\_\_\_

Fill in Single Use **OR** Recurring Event Box Below:

<b>SINGLE USE</b>		
Day and Date of Event _____	Event Start Time _____	Event End Time _____
Number of Attendees _____	Setup Start Time _____	Cleanup End Time _____

**OR**

<b>RECURRING EVENT</b>		
Day(s) (i.e. every Saturday night, 3rd Tuesdays of the month) _____		
Check One:    _____ Year Round    _____ School Year (beg. _____ end _____)		
_____ Other (list dates) _____		
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

Lower Lounge                       Bride/Cry Room                       Kitchen (Licensed for Risk Level II)

Class Rooms (specify room numbers) \_\_\_\_\_

Number of Chairs \_\_\_\_\_ Type and Number of Tables \_\_\_\_\_

Food Services Needed? (If yes, please explain) \_\_\_\_\_

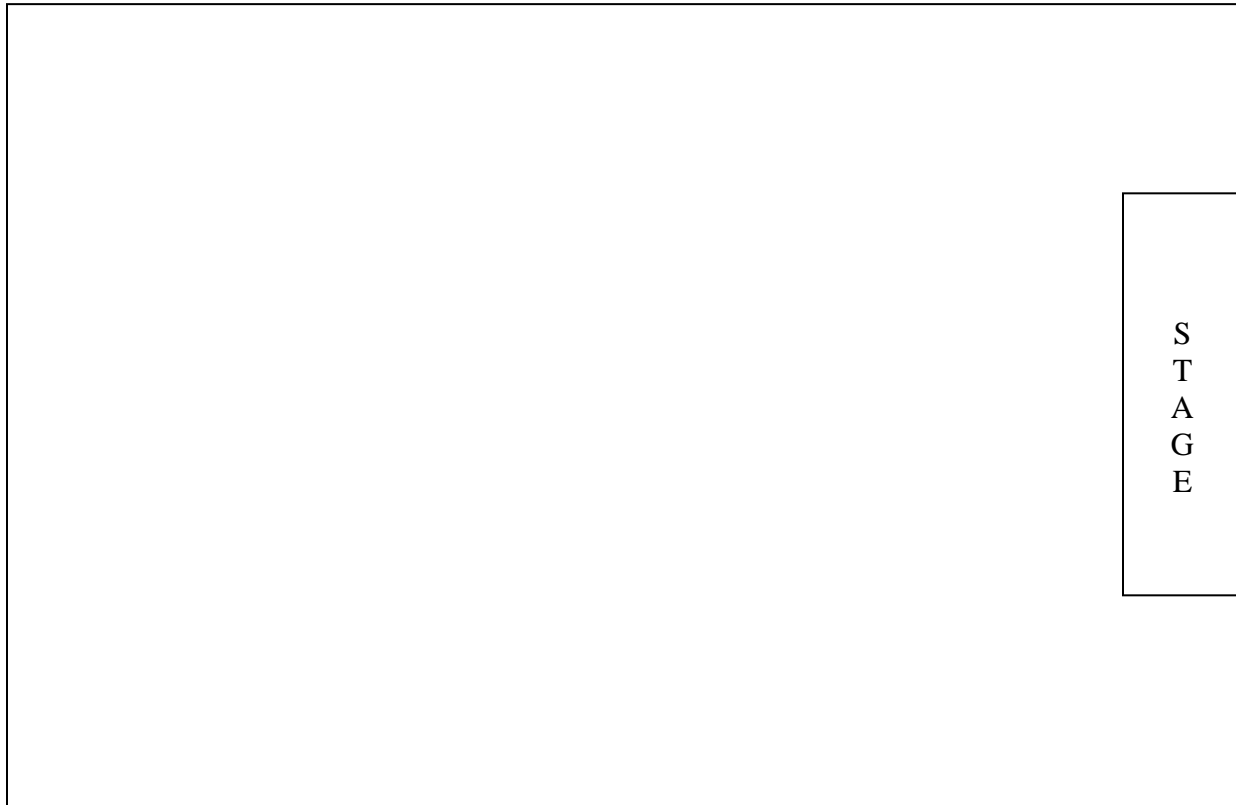
Child Care or Nursery Needed? (If yes, please explain) \_\_\_\_\_

*Circle additional equipment needed:*

TV/DVD    Microphone    Dry Erase Board    Projector/Screen    Other \_\_\_\_\_

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

**SET-UP DIAGRAM (For Custodial Use)**



**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.

# 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, Scout 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. For a Sunday event, rooms are available after 2:00 pm.
11. 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.
12. No signs, materials or posters may be attached to walls or doors within the church. All decorations must be removed immediately following the event.
13. Dishes, silverware and ovens are not to be used unless approved in advance by the Board of Trustees.
14. If permission is given to use the kitchen (licensed for Risk Level II), 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.

15. The custodian fee includes pre-arranged set up and take down of tables and chairs and general cleanup after the event.

16. 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

**17. 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)

X\_\_\_\_\_  
Signature of applicant indicating agreement to the above terms

\_\_\_\_\_  
Date

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

## FEES

*Fees listed below are for 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 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	\$300	_____
Sanctuary	\$0	\$450	_____
Per Pianist/Organist (if provided by MZUMC)	\$150	\$200	_____
Soloist (If provided by MZUMC)	\$150	\$200	_____
Custodian (Required)	\$100	\$150	_____
Event Folder	\$50	\$75	_____
Audio Technician ** (up to 5 hrs.)	\$150	\$200	_____
Each Additional Audio Technician Hour	\$25/hr.	\$35/hr.	_____
Child Care Coordinator (\$50 minimum charge)	\$25/hr.	\$35/hr	_____

### Family Fellowship Center and/or Kitchen/Each Event:

	Member	Non-member	Total
Family Fellowship Center	\$100	\$200	_____
Family Fellowship Center & Kitchen	\$150	\$400	_____
Custodian (Required)	\$100	\$150	_____
Audio Technician ** (\$50 minimum charge)	\$25/hr.	\$35/hr	_____
Child Care Coordinator (\$50 minimum charge)	\$25/hr	\$35/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	_____
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**\*FEES FOR RECURRING EVENTS ARE DETERMINED BY THE TRUSTEES**

\*\*See Sound System Agreement

\*Total fees for event: \$ \_\_\_\_\_ Date due: \_\_\_\_\_

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.**

\* Fees due along with all forms one month prior to event.

Please return forms to Montrose Zion United Methodist Church, 565 N. Cleveland-Massillon Road, Akron, OH 44333 or via email to [office@mzmuc.org](mailto:office@mzmuc.org). 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.

X  
\_\_\_\_\_  
Signature of Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Approving Agent, Montrose Zion United Methodist Church

\_\_\_\_\_  
Date

**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

## Montrose Zion United Methodist Church Sound System Agreement

There are two options if you need a sound reinforcement system, check one option below:

\_\_\_\_\_ I will bring my own system

\_\_\_\_\_ I request one of the church's sound technicians for \$150.00 (up to 5 hours) plus additional hours at \$25.00 per hour.

\_\_\_\_\_  
Print Name

X

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
City, State, Zip

\_\_\_\_\_  
Phone#

\_\_\_\_\_  
E-mail Address

# Montrose Zion United Methodist Church

## Piano Use Agreement

Montrose Zion United Methodist Church's piano is an essential part of our worship experience. Because of that, any use of the piano must be done in a responsible manner. Failure to do so jeopardizes our worship time at MZUMC. It is important, therefore, that any use of the piano by any group or person(s) responsible for the event involving piano usage understand the liability for any damage(s), whether accidental or intentional.

Below are the standards that must govern any use of the piano:

- 1) No food or drink on the piano or stage/chancel.
- 2) Nothing other than music can be placed on the piano.
- 3) All users must wash their hands before playing the piano.
- 4) If you need the piano tuned, it can only be done by a tuner approved by the music director and shall be billed to you.
- 5) Due to the exceptional finish of the wood, you will be responsible for any scratches or damage caused by anyone at your event (accidental or intentional).
- 6) The same standards of liability listed above concerning care of the piano also apply to the piano bench and organ.
- 7) Immediately following the event, the cover must be placed back on the piano.

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Print Name of Responsible Party

X

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Signature

Date

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Street Address

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City, State, Zip

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Phone#

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E-mail Address