

MONTROSE ZION UNITED METHODIST CHURCH

565 N. Cleveland Massillon Road, Akron, OH 44333

(330)665-9817

www.mzumc.org

Agreement to Use Church Facilities for Weddings

Responsible Person Making Request (please print) _____ Date ____/____/____

Bride and Groom Contact Information

Bride's Information

Name _____

Address _____ Home Phone _____

City/State/Zip _____ Cell Phone _____

E-mail Address _____

Groom's Information

Name _____

Address _____ Home Phone _____

City/State/Zip _____ Cell Phone _____

E-mail Address _____

Date and Time of Wedding

Day and Date of Event _____	Event Start Time _____	Event End Time _____
Number of Attendees _____	Setup Start Time _____	Cleanup End Time _____

Rooms Needed* (Check all that apply): Sanctuary Narthex Bride/Cry Room

Groom Room Family Fellowship Center (FFC) Kitchen (Licensed for Risk Level II)

***Note: For Sunday weddings, rooms are available after 2:00 pm.**

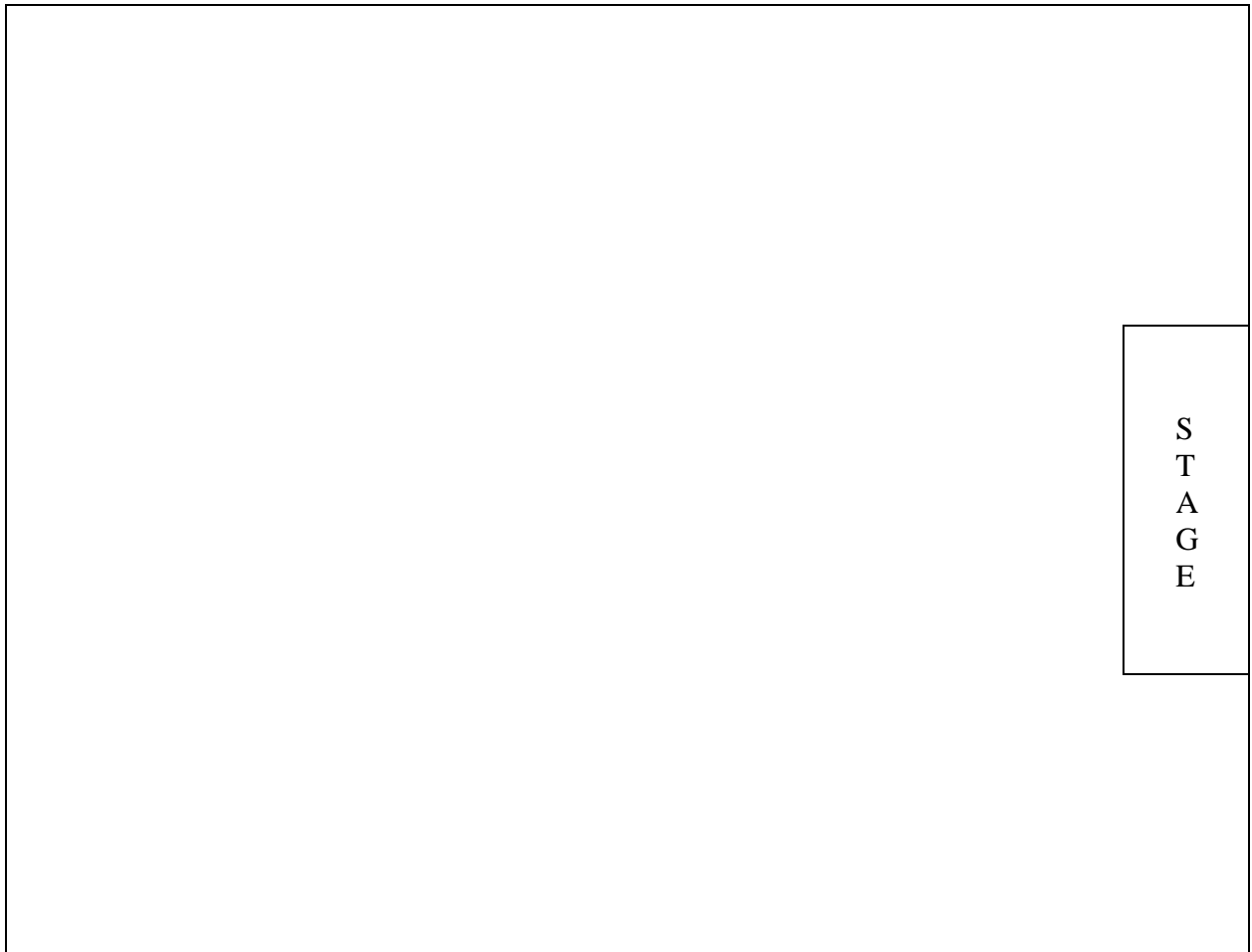
Number of Chairs for FFC _____ Type and Number of Tables for FFC _____

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

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

Please draw a diagram of the setup needed for your reception, if applicable.

SET-UP DIAGRAM (For Custodial Use)



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. 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 (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.
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)

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 weddings. 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 apply to your wedding. We request that all deposits for weddings are paid 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	\$300	_____
Sanctuary/Narthex/Bride & Groom Rooms	\$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	_____
		Total	_____

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	_____
Event Coordinator (Required for reception)	\$80	\$130	_____
Audio Technician (\$50 minimum charge)	\$25/hr.	\$35/hr	_____
Child Care Coordinator (\$50 minimum charge)	\$25/hr	\$35/hr	_____
		Total	_____
		Total All Areas	_____

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

**See Sound System Agreement

Total Fees for Wedding:	\$ _____
\$100 Non-refundable Deposit for Weddings: \$ <u>100</u> Due at Time of Scheduling.	
Remaining Fees (Total Less Deposit):	\$ _____ Date Due (One Month Prior to Wedding) _____

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

Please return forms to Montrose Zion United Methodist Church, 565 N. Cleveland-Massillon Road, Akron, OH 44333 or via email to 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)** _____

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.

Print Name

X

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
Audio Technician	Fee is required if utilizing the church's sound equipment (microphones, speakers, screens, etc.)
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.**
- Note: For Sunday weddings, rooms are available after 2:00 pm.
- 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 month 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: X _____
- **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 #

X_____
Signature of Person(s) Responsible for Fees

E-mail