

MONTROSE ZION UNITED METHODIST CHURCH

565 N. Cleveland Massillon Rd, Akron, OH 44333

(330)665-9817

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:

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

OR

RECURRING EVENT		
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) _____

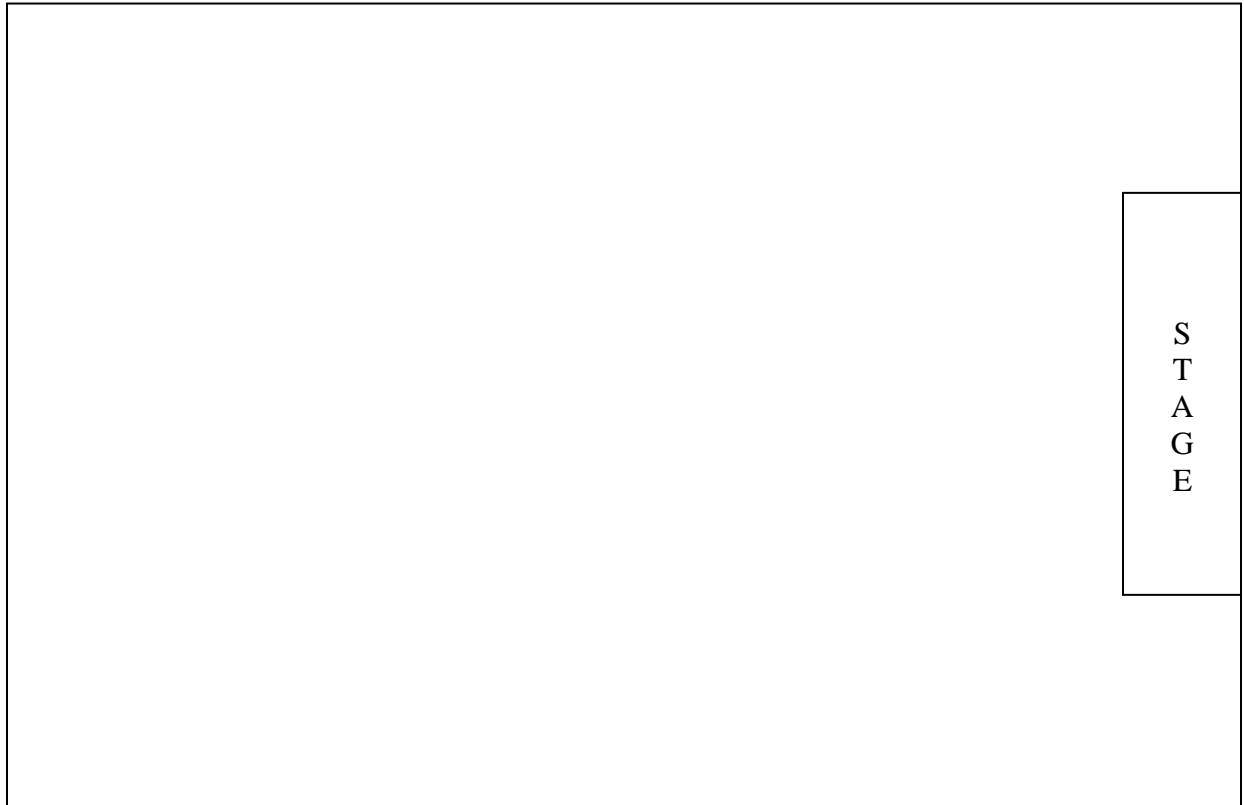
Child Care or Nursery Needed? (If yes, please explain) _____

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. Applicant agrees that it is solely responsible to implement appropriate screening and supervision procedures to protect children, youth, and vulnerable adults attending the applicant's function at the above described facilities.
7. Smoking is prohibited anywhere in the church facility or within 15 feet of any church entrance or exit.
- 8. Alcoholic beverages are prohibited on any of the church property, including the parking lot. All food and beverages are prohibited in the Sanctuary.**
9. Any function should begin promptly at the scheduled time and premises are to be vacated promptly at the closing hour indicated on the application.
10. 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.
11. For a Sunday event, rooms are available after 2:00 pm.
12. 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.
13. No signs, materials or posters may be attached to walls or doors within the church. All decorations must be removed immediately following the event.
14. Dishes, silverware and ovens are not to be used unless approved in advance by the Board of Trustees.
15. 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.

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

17. 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

18. 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. However, in no event will Owner be liable to Applicant for any lost profits or incidental, indirect, special or consequential damages arising out of Applicant’s inability to use the above described premises, even if Owner has been advised of the possibility of such damages.

19. Owner and applicant agree that any disputes arising under this agreement, will be resolved via a mutually acceptable alternative dispute resolution process. If Owner and Applicant cannot agree mutually upon such a process, the dispute will be submitted to a three-member arbitration panel of the American Arbitration Association for final resolution.

20. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

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, illness, exposure to infectious/communicable disease, 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	_____
--------------------------	------	------	-------

***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. 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

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.

Print Name of Responsible Party

X _____
Signature Date

Street Address

City, State, Zip

Phone#

E-mail Address

MONTROSE ZION UNITED METHODIST CHURCH RULES AND REGULATIONS FOR COVID-19

REOCURRING GROUP MEETING PRECAUTIONS

All State of Ohio Guidelines for COVID-19 will be followed including, but not limited to:

1. Anyone with a fever/symptoms of illness will not be in attendance.
2. Hand sanitizer will be used upon entering the building.
3. Participants will go directly to and from the assigned meeting rooms.
4. Masks will be worn at all times indoors.
5. Social distancing will be observed while in the rooms, hallways/staircases, etc.
6. Food and beverages will not be offered/brought so participants can keep their masks on.
7. Each group will clean/sanitize spaces they have used when finished with their meeting.
8. No meetings will be held if Summit County is at Level 4/Purple for Covid-19.

X

Signature of Applicant

Date

MONTROSE ZION UNITED METHODIST CHURCH RULES AND REGULATIONS FOR COVID-19

SCOUT TROOP PRECAUTIONS

All State of Ohio Guidelines for COVID-19 will be followed including, but not limited to:

1. Each parent will take the temperature of the scout before the meeting. If the temperature is 100 or over parents will not bring scouts to meetings.
2. If a scout/leader feels sick he/she will stay home.
3. Hand sanitizer will be used by all scouts and leaders as they enter the building.
4. Masks will be required at all times when in the building.
5. Adults will use caution tape to control areas of access. Approved areas would be foyer, gym, restrooms, hallway to scout room and scout room. Access to the kitchen is permitted for storing food and cleaning equipment after camping events.
6. Adult leaders will disinfect/clean the areas that were used before leaving.
7. No meetings would be held if Summit County is in Level 4/Purple for Covid-19.

X

Signature of Applicant

Date