

**REQUEST FOR USE OF CHURCH FACILITIES
BY CHURCH ORGANIZATIONS (i.e. WMU, Brotherhood, etc.)**

Note: ALL Requests for use of church facilities MUST be made at least 2 weeks before the planned event. Requests are approved on Tuesdays in regular staff meeting. Please have forms in church office by 9 AM on Tuesday to be considered.

Name of Organization: _____

Name of Requesting Person: _____ Phone: _____

Name of Responsible Adult: _____

Facility Requested (i.e. Activities Building, sanctuary, etc): (Be as specific as possible.)

1. Facility: _____ Time/Date Requested: _____

2. Facility: _____ Time/Date Requested: _____

3. Facility: _____ Time/Date Requested: _____

4. Facility: _____ Time/Date Requested: _____

I/We have read the attached guidelines and policies for use of church facilities and hereby agree to abide with these guidelines and policies.

Name (Requester): _____ Date: _____

I agree to be present during the entire activity described above and abide by the guidelines and policies governing the use of Mt. Zion Baptist Church's facilities. Furthermore, I agree to abide by the Mt. Zion Baptist Church Rules of Conduct.

SIGNATURE: _____

For Church Use Only: _____

Date Submitted to Church Office: _____

Ref. C.M. 2/18/98

Rules of Conduct

- Automatic clean-up... the responsible adult will insure that a complete clean-up is effected prior to departure from the church facilities at the conclusion of each meeting or activity. This includes picking up all trash, sweeping the floors, replacing tables and chairs in positions as found when entering the facility (this means to take tables down that are used or put them back up the way they were found), proper storage of bottles, supplies, etc., and removal of all trash (this means all garbage bags must be taken to the dumpster).
- The responsible adult will insure heating/cooling is turned off, lights are extinguished, and facilities are locked at the conclusion of the meeting or activity.
- There will be not smoking in the building.
- Alcoholic beverages and/or illicit drugs will not be allowed at any time on church property.
- Unchristian-like behavior will not be allowed.
- There will be no climbing through tile ceilings, windows, etc. to get into a room which is locked.
- Us of facilities does not include use of kitchen facilities or use of food, drinks and supplies such as plates, cups, napkins, etc. found in the kitchen, unless specifically stated in church approval of sponsorship. If kitchen is used, clean-up is required. This includes the stove and other appliances used.
- Any spills must be cleaned up immediately.
- Any damage to the buildings or other facilities must be reported to the church office as soon as possible, but not later than the close of business the next regularly scheduled church office business day.
- Responsible adult supervision is required for each meeting or activity.
- No hard sole shoes may be worn on the activity building floor for any athletic activity.
- No tacks, nails, tape, or other materials which may permanently deface the buildings or furnishings may be used in decorating. When decorating for parties, make sure you remove decorations immediately following the event, unless otherwise approved by church.
- No publicity materials may be left posted on church property without prior approval by the church office.
- Keys for church facilities may be picked up the day of use of church facilities during normal business hours (8:00 am to 4:00 pm) and must be returned to the church office the next business day. Duplication of church facility keys is forbidden.

REMINDER: Treat this church building like your home. That means with respect, responsibility and love.

Mount Zion Kitchen Check List

This is a checklist of things that need to be done before you leave the kitchen.

_____ All dishes must be washed, dried and put away.

_____ All garbage to be bagged up and taken to the dumpster.

_____ Floors need to be swept and mopped.

_____ Any leftovers need to be thrown out, do not leave pitchers in the refrigerator or food unless you know for sure that someone will be using it.

_____ If you use stove or griddle, clean out trays under them.

Have a great time and enjoy our wonderful facility.

Thank you!

Signature: _____

Date of use: _____