

MT. ZION UNITED CHURCH OF CHRIST
1054 RIDGEWOOD RD.
YORK, PA 17406

Tel: 717-755-6117
office@mtzionucc.org

Facilities Reservation Application and Agreement

Thank you for choosing Mt. Zion UCC as the facility for your upcoming event. Your use of our facility will be subject to the provisions of this application and agreement. Please review the agreement carefully.

General Usage Policy

It is the intent of the Congregation of Mt. Zion UCC that our Church be first and foremost a House of God. As a House of God we consider our facility to be a community asset and its use to be an important part of our public ministry. As such, the Congregation of Mt. Zion UCC and the Church Council are pleased to consider requests for the use of our building by interested parties.

The Church may be used for events such as weddings, receptions, showers, family events, and family reunions by those listed below, subject to the fees and conditions as outlined in the following pages.

- 1) Non-profit Civic Organizations or groups sponsored by Mt. Zion UCC (Scouts, EYC, AA, County programs, Township programs, etc.)
- 2) Profit-Making Individuals (Instructional lessons, music lessons, etc.)
- 3) Profit-Making Organizations (Businesses seeking a meeting facility, space for training sessions, etc)
- 4) Members of Mount Zion UCC
- 5) Non-members of Mount Zion UCC, individually or on behalf of an organization

The use of Mt. Zion Church by any individual/entity to sell products or services is subject to the approval of the Church Council of Mt. Zion UCC (**No individual/entity shall use the Church Sanctuary for such a purpose**). Mt. Zion UCC reserves the right to reject any request to use any part of our facility for said use.

Mt. Zion UCC is a place of worship, we ask that all persons using the facility seek to insure that care and respect is shown to one another, our community and the facilities.

Use of the church for funerals shall not be subject to this Agreement, but shall be subject to and under the direction of the Senior Pastor and also subject to the concurrence of the Church Council when requested by the Senior Pastor.

General Terms and Information

Smoking and the possession of alcoholic beverages on the premises are prohibited.

This form must be returned at least 45 days prior to your event to confirm your use of the facility and to reserve your date(s). If there should be any change of plans, please notify the church office.

Arrangements to secure an access card to the building may be made the week prior to the event by contacting the Church Secretary, Travis Pinci, Tuesdays, 8:30 AM-12:30 PM or Mondays, Wednesdays and Thursdays, 8:30 A.M. to 4 P.M. The access card must be deposited in the mail slot by the Church Office immediately after the event.

Use will be limited to the day of the event and all activities must be concluded and premises vacated by 10:00 PM.

The number of persons attending an event in Fellowship Hall shall not exceed 125 unless Fellowship Hall is expanded to include Room 5. In such case, the number attending shall not exceed 160.

The following tables and chairs are available for use:

19 folding cream tables 8 feet x 30 inches 40 pounds

19 folding brown tables 8 feet x 30 inches 84 pounds

38 chrome choir chairs

150 folding chairs

Fee Schedule

Security Deposit – A deposit of \$55.00 per reservation will be required of all for-profit users, non-members and all non-member organizations unless this deposit requirement has been waived by action of the Church Council. This deposit will be returned within thirty days after the return of the access card if the facilities are clean and restored to the original condition and configuration. Mt. Zion UCC will provide written notification to the user if the deposit is forfeited.

Usage Fees

<u>Non-profit Civic Organizations</u>	\$0
<u>Members of Mt. Zion (non-profit)</u>	\$0
<u>Profit-Making Individuals</u>	Classrooms: \$4 per hour
	Fellowship Hall: \$15 per hour
	Kitchen: \$20 per hour
<u>Profit-Making Organizations</u>	Classrooms: \$40 per hour
	Fellowship Hall: \$65 per hour
	Kitchen: \$85 per hour
<u>Non-Members (non-profit)</u>	Classrooms: 4 per hour
	Fellowship Hall: \$15 per hour
	Kitchen: \$20 per hour
	Sanctuary*: \$500
TV & VCR and/or TV & DVD Player	\$15 each

Custodial Fee \$20.00 per hour (3 hour minimum)

*The Sanctuary, being the spiritual center and primary place of worship within the church, is reserved for worship and church related events. Its use by non-members shall be subject to prior approval by Church Council.

Terms & Conditions

The Church is first and foremost a House of God and all persons using the facility are ask to insure that care and respect be shown to one another, our community and the facilities.

Weddings and related events (such as receptions and rehearsal dinners) held in the church must utilize the services of the Church Sexton. For all other uses and events, if custodial services are not arranged in advance, the user is responsible for clean-up and restoring the space to its original condition. **All trash resulting from the use of the facilities must be bagged, tied and removed from the premises at the conclusion of the use of the facilities.** Failure to leave the facilities clean and restored to the original configuration will subject the user to the custodial fees stated in the Fee Schedule and may result in forfeiture of the security deposit.

Each person responsible for the usage event, or the organization that person represents, must provide evidence of appropriate insurance coverage applicable to the event.

Prior to the end of the next business day following the usage event, the user shall report to the church secretary any damage to church property resulting from this event.

All church equipment and appliances to be used for the event must be identified at the time of arranging for the usage.

The Church Council of Mt. Zion UCC or its designee reserves the right to accept or reject any request for facility use.

Signature, Hold Harmless & Liability Release

The undersigned hereby agrees to the provisions, terms and conditions of this Application and Agreement and agrees to be responsible for all damage to the church facility and property resulting from this usage and agrees to be responsible for the conduct of all persons attending the event. The undersigned also agrees to release from liability, to indemnify and hold harmless Mt. Zion UCC, its staff, congregation and Church Council for any and all losses to persons, property, or personal injury incurred or arising in conjunction with this usage. Nothing required by this paragraph shall be deemed to be in lieu of other fees or payments imposed by this agreement.

I/we have read, understand and agree to all the terms, fees and conditions expressed in this Application and Agreement.

_____ (sign and date)

_____ (sign and date)

Facilities Usage Application
Mt. Zion United Church of Christ
1054 Ridgewood Road, York, PA 17406

Date of application _____

Please check entity below that applies:

- ☐ Member of Mt. Zion UCC (non-profit)
- ☐ Non-profit Civic Organization or group sponsored by Mt. Zion UCC
- ☐ Profit-Making Individual (Including members of Mt. Zion)
- ☐ Profit-Making Organization
- ☐ Non-member of Mt. Zion UCC (non-profit)

Name of individual/entity: _____

Address: _____

Contact Person: _____

Telephone No: _____ Email: _____
(please list the phone & email that you want us to contact for making arrangements for your event)

Dates Requested: _____

Hours Requested: _____
(Please allow ample time for setup and clean up for your event.)

Type of event: ☐ Family ☐ Instruction ☐ Meeting/lecture

 ☐ Other: _____

Approximate number attending: _____

Areas requested: ☐ Fellowship Hall ☐ Classrooms ☐ Kitchen ☐ Sanctuary

Do you require the use of a ☐ Podium ☐ Easel ☐ TV & VCR (\$15.00 additional charge)
☐ DVD Player (\$15.00 additional charge)

Do you require use of our Sexton for set up of your event? ☐ Yes ☐ No
If yes, please note on the next page the number of tables and chairs required plus desired layout.

Do you require the use of our Sexton for clean up after your event? ☐ Yes ☐ No
(Note: Weddings and related events such as receptions and rehearsal dinners require the use of our Sexton.)

We have attached a list as a reminder of those items to be checked at the conclusion of your event.

of Tables and Chairs and Desired Layout:

(Draw your diagram as if this would be the back of the fellowship hall where the closets are, and as if the bottom of the page is the kitchen area. Fellowship Hall doors would be at the left side of the sheet, windows at the right.)

**Mt. Zion United Church of Christ
York, PA**

Check List:

In order to keep the church building secure and have it clean for the following day, please follow this checklist when you are leaving the church after an activity or meeting.

Each organization or committee should designate one person who will be the last to leave and be responsible for the following actions.

DID YOU?

- _____ Turn out the lights in the rooms, hallways, and bathrooms and check doors to make certain they are securely locked.
- _____ Straighten the rooms used. Pick up trash. Vacuum the floor if necessary. Put chairs under tables. Put everything back where you found it.
- _____ Turn off air conditioner or heat if applicable.
- _____ Check nearby restrooms for the following:
 - Running water
 - Waste left in toilets, urinals
 - Papers on floor, etc.
- _____ If kitchen facilities are used, make sure all appliances are turned off and the area is neat and tidy.
- _____ Please report any irregularities to the church office.

Thank you for your cooperation!

***Please retain this check list and have in your possession during your event.
Please do not return with your application and agreement.***