

MT. ZION UNITED CHURCH OF CHRIST  
1054 RIDGEWOOD RD.  
YORK, PA 17408

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

## **FACILITIES RESERVATION APPLICATION AND AGREEMENT**

Thank you for choosing Mt. Zion U.C.C. 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 U.C.C. 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 U.C.C. and the church Council (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 U.C.C. (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 Mt. Zion U.C.C.
- 5) Non-members of Mt. Zion U.C.C., 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 Council of Mt. Zion U.C.C. **(No individual/entity shall use the church Sanctuary for such a purpose)**. Mt. Zion U.C.C. reserves the right to reject any request to use any part of our facility for said use.

Mt. Zion U.C.C. 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 Pastor(s) and also subject to the concurrence of Council when requested by the Pastor(s).

Approved by Council on 1/18/09.

Updated and approved by Council on May 22, 2024

## **General Terms and Information**

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

This form must be returned at 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 Administrator during office hours. The access card must be deposited in the lockbox slot at the front entrance 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.

Folding tables and chairs are available for use.

**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 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 U.C.C. will provide written notification to the user if the deposit is forfeited.

**Usage Fees**

Non-profit Civic Organizations   **\$0**

Members of Mt. Zion (non-profit)   **\$0**

Profit-Making Individuals

**Classrooms: \$4 per hour**

**Fellowship Hall: \$15 per hour**

**Kitchen: \$20 per hour**

Profit-Making Organizations

**Classrooms: \$40 per hour**

**Fellowship Hall: \$65 per hour**

**Kitchen: \$85 per hour**

Non-Members (non-profit)

**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 Council.

**Terms & Conditions**

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

Users are 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.

Approved by Council on 1/18/09.

Updated and approved by Council on May 22, 2024

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 Administrator 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 Council of Mt. Zion U.C.C. 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 U.C.C., its staff, congregation and 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 U.C.C. (non-profit)
- Non-profit Civic Organization or group sponsored by Mt. Zion U.C.C.
- Profit-Making Individual (Including members of Mt. Zion)
- Profit-Making Organization
- Non-member of Mt. Zion U.C.C. (non-profit)

Name of individual/entity:

\_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person: \_\_\_\_\_

Telephone No.: \_\_\_\_\_

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 & DVD player (\$15.00 additional charge)

Approved by Council on 1/18/09.

Updated and approved by Council on May 22, 2024

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:**

**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, and hallways,( bathroom lights are on timers and do not need to be turned off) 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.***