



Zion Baptist Church FACILITY USE POLICY

GUIDELINES FOR USE OF FACILITY

Our buildings and facilities exist to reach people for Christ. The Trustee Ministry of Zion Baptist Church is responsible for approving building usage, under the terms of this Facilities Usage Policy and the related Schedule of Fees. All questions should be directed to the Trustee Ministry at zbc.trustees@zionbaptistva.com or you may leave a message in the Church Office at 757.397.1671.

1. The activities of Zion Baptist Church Office hereafter referred to as “Church,” take scheduling priority over scheduled activities by non-church organizations.
2. The individual/organization must not construe its event’s publicity to imply that the Church is sponsoring or supporting the activity/event.
3. The Church will determine the security needs of the event and provide necessary officers accordingly. The cost of security is to be borne by the individual/organization.
4. The sponsoring individual/organization is responsible for any liability connected with the event.
5. The usage fee applies only to facility rental. Any additional equipment, linens, etc needed will be considered separately and at the option of the Church.
6. The individual/organization must present a check covering the total rental fees and any additional equipment and security expenses no later than **seven (7) business days prior to the scheduled event or the request will be discarded.**
7. The individual/organization forfeits its right to the deposit refund (\$100) if the Church is not notified of cancellation at least **seven (7) business** prior to the scheduled activity.
8. To schedule a meeting or event, call the Church Office at 757.397.1671 during normal business hours 9:30 am – 5:30 pm (Monday thru Friday except holidays) or email @ churchoffice@zionbaptistva.com and request the necessary forms. You **must** complete the following forms: (1) ***Request for Use of Facility Form*** and (2) ***Release and Indemnity Liability Waiver***.

NOTE: Submission of a Request for Use of the Facility form ***does not imply automatic approval.*** Request is not finalized until individual/organization has received approval notification from Zion Baptist Church.

Please let us know if there are any changes to your event in a timely manner. Accommodating any requested changes to your event will depend on the timeliness and the nature of the request. Not all changes can **or** will be honored on short notice. Our hope is to partner with you to ensure a successful event and at an affordable cost. It is important to provide the church with an available point of contact(s) to direct any questions regarding your event

We thank you for your efforts to help us maintain our Zion Baptist Church facilities in a safe, clean and operational state. It is our desire to partner with you and help you in any way we can. Please contact the church office if you have any further questions or concerns.

GUIDELINES FOR USE OF FACILITY

Alcoholic Beverages, Drugs

Consumption, use **or** possession of alcoholic beverages **or** illegal drugs is NOT permitted within our facilities or on church properties.

Smoking

Zion Baptist Church is a smoke-free facility and grounds.

Food and Drink

Food and drink is limited to the Fellowship Hall and Children's Ministry area. Absolutely no food or drink is to be consumed in the sanctuary.

Decorations

If you put it up... you must take it down! Please help us maintain upkeep of our facilities by avoiding the use of staples, thumbtacks, and nails.

- Do not use any type of tape that could possibly damage or remove paint.
- Remove all paper, signage, decorations, etc. immediately after your event.

Kitchen

Use of kitchen facility **must be** indicated on your Request for Use of Facility form.

- Please return all items to their original locations.
- Do not leave unopened or partially used items in the refrigerator or they will be discarded
- Empty trash cans before you leave the building.
- Wash all items used.

Electronic Equipment

Use of audio and visual equipment (if available for use/rental) must be scheduled through the Multi-media Ministry (Trustee Fred Caldwell at 757.477.1807). Please do not attempt to operate microphones, CD/DVD players or any audio/video equipment without prior permission and instruction.

Setup

Please indicate at the time of your request for use the facility, the time/amount of hours needed for decorating and set-up for your event. The facility coordinator will confirm the availability of your requested time.

Clean Up

The requesting party is responsible for basic clean up after the event or meeting.

Damage

The sponsoring individual/organization is responsible for any damage or loss to the facility and/or equipment. You must immediately report any damage or problems with the facility to the attendant on duty.

Theft

The church is not responsible for damage or theft of personal items on church property.

Emergency - If there is a major emergency, please call **911**.

FEES FOR USE OF FACILITY

1. All fees are for a three (3) hour period and do not include linens. Linens can be provided at an additional cost. An additional fee of **\$25** will be charged for each half hour over the initial three-hour period. Facility use fees are **only** waived for Zion Baptist Church-sponsored events.

Facility	Member	Non-Member
Fellowship Hall	\$225.00	\$300.00
• With Kitchen	\$275.00	\$350.00
Whitaker Building	\$225.00	\$300.00
• With Kitchen	\$275.00	\$350.00
Sanctuary*	\$100.00	\$200.00

Linen Tablecloths**	\$16.00 each	\$16.00 each
Security	\$25.00 p/hr.	\$25.00 p/hr.

**Sanctuary use is reviewed on a case-by-case basis (i.e. recitals, special ceremonies, etc.).*

***Price of linens is subject to change based on Rental Company's fee.*

2. A **\$100 Deposit** is due at the time the Request for Use of Facility form is submitted. The deposit will be refunded if:
 - a. Request is not approved
 - b. The individual/group cancels at least **seven (7) business days** prior to the scheduled activity, or
 - c. Zion Baptist Church cancels the event

3. The full cost of any damage to Church property resulting from use of the facility shall be billed to the person making the request.

REQUEST FOR USE OF FACILITY

ACTIVITY/EVENT INFORMATION:

Day and Date requested:
Type of Event:
Number of people expected
Event Starts: Event Ends:
Setup Time*: Cleanup Time*:

*Setup and Cleanup times will be confirmed after meeting with Facility Coordinator.

BUILDING REQUESTED:

- 528 Green Street (capacity 150)
Kitchen Audio: YES (Specify below) NO Laptop/Projector (Not currently available)
Linens: YES (Specify below) NO
225 Hatton Street [Check room(s) requested below]
Fellowship Hall (capacity 150) Audio/Visual: YES (Specify below) NO
Linens: YES (Specify below) NO
Sanctuary Audio/Visual: YES (Specify below) NO
Kitchen Classroom Chapel
Other (Please Specify):

EQUIPMENT REQUESTED: NOTE: Please indicate the number needed beside each item checked below.

of Rectangular Tables: # of Round Tables #: # of Chairs:
A/V Equipment (specify):
of Rectangular Tablecloths: # of Round Tablecloths #:

OTHER SPECIAL NEEDS:

RESPONSIBLE PARTY/GROUP CONTACT INFORMATION:

Responsible Party's Name:
Responsible Party's Telephone #s: Home: Cell:
Responsible Party's Home Address:
Responsible Party's E-mail Address:
Group Contact (if other than Responsible Party):
Group Contact Phone #s: Home: Cell:

AGREEMENT

I/we have read and understand the conditions outlined in the Guidelines for Use of Facility and signed the Release and Indemnity statement on the next page. I/we agree to abide by same, and shall ensure that my/our guests do likewise, if we are permitted use of the facility. I agree to make all necessary payments to the church office at least (7) business days before the event or the request may be discarded.

Signature of Responsible Party

Date

RELEASE and INDEMNITY LIABILITY WAIVER

I/We, the undersigned, for my/ourselves using the Church facilities, including without limitations, the Church Sanctuary, Fellowship Hall, Educational Building, parking lot and any Church equipment, do hereby agree and accept the conditions presented below in consideration of being allowed to use such facilities.

I/We, the undersigned, agree to indemnify and hold harmless the Church, their agents and employees from and against any and all claims, liability(s), expenses, property damage(s), personal injury(s) or death(s) which arise from, or are caused by, in whole or in part, my/our use of Church facilities or equipment at any time or the use of such facilities or equipment by anyone whom I have agreed to be responsible for or have sought permission for use of such facilities or equipment. I agree to and will abide by all Church regulations relating to the use of Church facilities or equipment; and for my/our use, if any, I hereby release and covenant not to sue the Church, its agents and employees, for any liability(s) claim(s) property damage(s) personal injury(s) or death(s) which I/We may sustain or incur while using such facilities or equipment or which arises out of such use notwithstanding the fault or negligence of said agents or employees contributing thereto. I/We further understand that the Church, and its agents or employees, make no representation, expressed or implied, as to the suitability of such facilities except as shall be set forth in writing and approved by the Church, and that my/our use of Church facilities and equipment at my/our sole risk. I/We understand that it is my responsibility to acquaint myself with said Church regulations.

Signature

Date

Return the Request for Use of Facility along with the Release and Indemnity Liability Waiver to:

ZION BAPTIST CHURCH
225 Hatton Street
Portsmouth, VA 23704
757.397.1671

FOR USE BY CHURCH OFFICE:

Date Received: _____ Request approved by Trustee Ministry? Yes No

Approved By: _____ Date: _____

Activity placed on calendar? Yes No

Approved copy given to:

Individual/Group making request

Multi-media Ministry

Custodial Staff

Security