

MOUNT ZION BAPTIST CHURCH

8101 Erdrick Street  
Philadelphia, PA 19136  
(215) 624 - 8869 (church office)  
(215) 624 - 8631 (church fax)

Rev. Scott C. Dorsey, Pastor

APPLICATION FOR USE OF CHURCH FACILITIES

(For Members/Non-Members of Mt. Zion Baptist Church, Groups and Personal Use)

This form shall be completed by the applicant and submitted to the Board of Trustees. A copy will be returned to the Person-In-Charge listed below and indicate approval or disapproval. **Fully completed Church Use Application Forms must be submitted to a member of the Board of Trustees (contacts are listed below) for the application to be considered.** The Board of Trustees will consult with the Pastor and other Church staff in reviewing the application.

**(Please Print/Type Clearly)**

**Activity/Event:** \_\_\_\_\_  
\_\_\_\_\_

**Date(s) of Event:** \_\_\_\_\_

**Time(s) of Event (per day, if applicable):** \_\_\_\_\_  
**(Include time to set up and clean up)**

**Approximate number of people who will attend:** \_\_\_\_\_

**Name of Person/Organization:** \_\_\_\_\_

**Person Making Request:** \_\_\_\_\_

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

**Phone No.:** \_\_\_\_\_ **(Day)** \_\_\_\_\_ **(Evening)**

**Email:** \_\_\_\_\_

**Person-In-Charge During Event:** \_\_\_\_\_

**Person-In-Charge During Event Phone No. on event day(s):** \_\_\_\_\_

**Location(s)/Item(s) you are requesting to use: (check all that apply)**

- Sanctuary Location
- Zion Center Location
- Chapel Location
- Choir Room Location
- Classroom(s) Location (specify:\_\_\_\_\_)
- Podium/Lecturn without microphone
- Tables (qty:\_\_\_\_\_)
- Sound System
- Organ
- Piano
- Kitchen
- Coffee Urn
- Podium/Lecturn with microphone
- Chairs (qty:\_\_\_\_\_)

**GUIDELINES FOR USE OF MOUNT ZION CHURCH FACILITY**

- Request must be made in writing on form provided. Complete all information.
- Approval must be received in writing.
- No structural or other modifications, alterations or additions are permitted to the Church building, property, facilities or equipment without prior written approval.
- The person/organization sponsoring the event is responsible for reporting to the Board of Trustees any damage done to the building, property, facilities or equipment incurred in preparation of, during or after the event.
- The person/organization sponsoring the event is responsible for replacing/repairing any damage done to the Church building, property, facilities or equipment incurred in preparation of, during or after the event.
- No alcoholic beverages are allowed in any part of the building or Church property.
- No smoking is allowed in any part of the building or Church property.
- When youth/children (persons under 18 years of age) will be present the group/person sponsoring the event must provide adequate adult supervision.
- The seating capacity in Zion Center is limited to 98 persons as per the Fire Marshall and cannot be exceeded.

**FEE SCHEDULE**

	<b><u>MEMBER</u></b>	<b><u>NON-MEMBER</u></b>
<b>Funeral</b>		
Sanctuary -	0	\$350.00
Zion Center -	0	\$150.00
<b>Wedding</b>		
Sanctuary -	0	\$650.00
Zion Center -	\$350.00	(Included in price above)
<b>Chapel</b>	0	\$300.00
<b>Other</b>	\$500.00	\$650.00

**Deposit** – A \$100.00 deposit is required to hold the requested date. Deposits are not refundable if the Organization/Person sponsoring the event cancels the event. Payment in full must be made two weeks prior to the day of the event. The Church reserves the right to cancel the event if payment in full is not made two weeks prior to the day of the event. If the Church cancels the event due to lack of payment in full two weeks prior to the activity the deposit is not refundable.

The Board of Trustees in consultation with the Pastor may, in its discretion, reduce or waive fees when deemed appropriate.

**Mount Zion Baptist Church, in its discretion, reserves the right to decline the request for use of its Church building, property, equipment and facilities.**

\_\_\_\_\_ I hereby acknowledge that I have read and understand the above listed guidelines for usage of the Church facilities.

\_\_\_\_\_ I agree to comply with the guidelines listed above for use of the Church facilities and assume full responsibility for following the guidelines.

\_\_\_\_\_ I understand my obligations and I / the Person-In-Charge agree to notify the Board of Trustees, in writing prior to the event, if there is a change(s) to the information provided in the church use form.

**Signature:** \_\_\_\_\_

**Application Date:** \_\_\_\_\_

**Trustee Contacts:**

**Email:** [Facility@mountzionbaptist.org](mailto:Facility@mountzionbaptist.org)

**Telephone:**

William C. Early, (215) 247 – 6821

H. Walter Early, (215) 224 – 7515

Sharon Woodridge, (215) 813 – 7961

Frank H. Fortson, (215) 548 – 2749

Marcus Jackson, (404) 759 – 7490

***NOTE:** If we have not acknowledged receipt of your completed form, within seven (7) business days of submission, please notify a Trustee contact person.*

-----Do not write below this line - For Trustee use only-----		
Date Application Received: _____	Initials: _____	
<input type="checkbox"/> No Conflict (Event Date: _____)	Fee: _____	
<input type="checkbox"/> Request Approved <input type="checkbox"/> Request Denied	Comments: _____	
<input type="checkbox"/> Applicant Notified (Date/Initials: _____)	<input type="checkbox"/> Staff Notified (Date/Initials: _____)	
<input type="checkbox"/> Deposit Amount Received: _____	Date: _____	Initials: _____
<input type="checkbox"/> Paid in Full Amount: _____	Date: _____	Initials: _____
<input type="checkbox"/> Event / Application Information Verified	Date: _____	Initials: _____
<input type="checkbox"/> Post Event Review (Date/Initials: _____)	Comments: _____	