

MOUNT ZION BAPTIST CHURCH of HOLMESBURG

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 Disciples/Non-Disciples of Mount 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 Clearly)

Activity/Event: _____

Date(s) of Event: _____

Time(s) of Event: _____
(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)

Zion Center Location

- Podium/Lectern; with Sound System
- Piano
- Organ
- Tables (qty. _____); Chairs (qty. _____)
- Kitchen
- Coffee Urn

Chapel Location

- Piano

Sanctuary Location

- Sound System
- Piano
- Organ

Lower Level

- Classroom(s)
- Lounge
- Choir Room
- Piano

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.
- All music, displays, presentations, etc. used during your usage of the Church facilities must be consistent with and in keeping with the sacred and spiritual purpose of the Church. The Church reserves the right to review the music, displays, presentations, etc. proposed to be used prior to use of the Church facility and to request modifications.
- 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

	<u>Disciple of Mount Zion</u>	<u>Non-Disciple of Mount Zion</u>
Funeral		
Sanctuary	0	\$600.00
Zion Center	0	\$500.00
Wedding		
Sanctuary	0	\$800.00
Zion Center	\$600.00	\$900.00
Chapel	0	\$500.00
Other	\$900.00	\$900.00

Deposit – A \$200.00 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, if there is a change(s) to the information provided in the Church Use Form.

Signature: _____

Application Date: _____

Trustee Contacts:

Email: 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 a Trustee has 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: _____

No Conflict (Event Date: _____)

Fee: _____

Request Approved Request Denied

Comments: _____

Applicant Notified (Date: _____)

Staff Notified (Date: _____)

Deposit Amount Received: _____

Date: _____

Initials: _____

Paid in Full Amount: _____

Date: _____

Initials: _____

Applicant Verification

Date: _____

Initials: _____