

Zion Mennonite Church
FACILITY RESERVATION FORM
 3260 Zion Church Road • Broadway, VA 22815
 office@zmcva.org • 540-896-7577 • www.zmcva.org

Name: _____
 Mailing Address: _____
 Phone: _____ E-mail: _____

Zion Member in active standing: YES ___ NO ___ Church-related Group: YES ___ NO ___

DATE(S) & TIMES FACILITY NEEDED

DATE(S)	TIMES	UNLOCKING NEEDED?
_____	_____ until _____	YES ___ NO ___
_____	_____ until _____	YES ___ NO ___
_____	_____ until _____	YES ___ NO ___

FACILITIES NEEDED (Please check all that apply. The fee schedule is listed on the reverse.)

Fellowship Hall with Kitchen
 Sanctuary
 Sunday school rooms

 Great Room and Kitchen (*located downstairs*)
 Grounds (*ball field/outdoor*)

TYPE OF USE

Family Gathering
 Funeral
 Seminar/Meeting

 Wedding
 Other (describe: _____)

ADDITIONAL INFORMATION

DOES THIS EVENT REQUIRE ANY USE OF THE SOUND SYSTEM? YES ___ NO ___
 (The sound system must only be operated by a ZMC approved Sound System Operator. This will be arranged by the church office as needed.)

Please indicate on the lines provided below for which day(s) and times the sound system is needed, as well as other information pertaining to this reservation (including any questions you may have).

SOUND SYSTEM OPERATOR FOR THIS EVENT: _____ # _____

CHURCH REPRESENTATIVE FOR THIS EVENT: _____ # _____

BUILDING & GROUNDS CHAIR: Justin Beeker OFFICE ASSISTANT: Erin Beeker (cell: 574-206-6774)
 HOSPITALITY CHAIR: Daryl & Marci Myers

FACILITY RESERVATION AGREEMENT

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POLICIES

- Requests for use of the church facilities should be made through the church administrative assistant and may be reviewed by the Stewardship Commission.

- Members of Zion Mennonite Church may schedule to use the facility with the only accruing fees for the availability of an audio-technician and church representative, who may use their own discretion as to whether or not they nullify the fee. The intended member use is for weddings, funerals, anniversary celebrations, and family gatherings. A gift donation is welcomed for the use of the facility.

- Security deposit is required for weddings and large events using multiple locations.

A security deposit of \$250 is required at the time of reservation and should be submitted with the *Facility Reservation Form and Agreement*. In the event of damage to the facility, the security deposit will be used to cover the cost. Any damage in excess of the \$250 will be billed to the person or group renting the facility. This is refundable within one month of the date of the event, pending the *Facility Rental Follow-up* report.

- *The person/group requesting use of the facility is responsible for cleaning the areas used and taking the trash outside to the bins, as janitorial services are not included in the rental fee.* Zion Mennonite Church shall provide cleaning supplies and equipment. A *Facility Rental Follow-up* form provides a basic checklist of expectations for the cleaning of facilities. If additional janitorial services are needed after the event, the person responsible for the rental will be billed any amount beyond the security deposit.

All fees for the facility usage and other fees must be paid in full two weeks prior to the event.

CALCULATION OF FEE *(The fee schedule will be reviewed and revised periodically.)*

Grounds (ball field/outdoor).....	\$25	_____
Great Room and Kitchen (<i>located downstairs</i>)-(single event).....	\$50	_____
Sanctuary.....	\$200	_____
Fellowship Hall with Kitchen.....	\$300	_____
Sanctuary, Fellowship Hall with Kitchen, Great Room, Sunday school rooms.....	\$500	_____
Audio-technician:		
Wedding (rehearsal, wedding, reception)	\$300	_____
Wedding (rehearsal & wedding)	\$200	_____
Single event (2-4 hours)	\$100	_____
Church Representative:		
Wedding (rehearsal, wedding, reception)	\$150	_____
Wedding (rehearsal & wedding)	\$100	_____
*Single event (2-4 hours)	\$75	_____

**A member using the facility may function as the church rep. for a single event.*

Security Deposit.....\$250 _____

TOTAL OF ALL FEES, INCLUDING SECURITY DEPOSIT _____

ACKNOWLEDGEMENT OF RESPONSIBILITY

We hereby agree that the Trustees of Zion Mennonite Church and its members are not responsible for any personal injury or any property loss or damage occurring in connection with use of the facilities. We also agree to reimburse the church for any damages caused by persons using the property pursuant to this agreement. The policies and conditions outlined in this agreement and the *Facility Reservation Guidelines & Information* are acceptable to our group.

Signature of Group Representative: _____ Date: _____

FACILITY RESERVATION GUIDELINES & INFORMATION

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Introduction. Zion Mennonite Church is a voluntary association of believers who seek to serve Christ. As followers of Jesus, we seek to serve Christ in our daily life and service in the world. Our mission is not only to ourselves, but to our neighbors, the community and the world. It is our commitment to the mission beyond ourselves that we covenant to make our facilities available for families, neighbors, and organizations to use.

It is our deepest hope that our facilities will be used in ways that honor our commitments to God. It is our intention for our facility to be a place for worship, education, mission, and fellowship. It is our desire that families would see our facilities as a place for commemoration of life transitions such as bridal and baby showers, weddings, anniversary celebrations, and funerals. It is our hope that events held in our facility would reflect the sincere faith commitments of the members.

*At Zion Mennonite Church we follow Jesus as we worship God,
nurture faith, minister love, and share hope with neighbors near and far.*

Facility Usage Expectations

1. All activities by members, non-members, and organizations need to reflect the faith and life-style commitments of the congregation. The facility is to be smoke and alcohol free.
2. *Persons and groups using the facility are responsible for leaving the facility as they found it.* The facility needs to be cleaned and trash placed in the outdoor trash bin. Floors need to be swept and mopped if needed. Carpets need to be vacuumed. Tables and chairs returned to the original place. Guidelines for the kitchen need to be followed. Lights need to be turned off. Exterior doors locked upon leaving the facility.
3. In the event of damage or broken items, the group or individual who reserved the facility will be responsible for the cost of the damage. [This statement also applies to member's use of the facility.]
4. Tables and chairs from the main floor must remain inside the facility, not for use outdoors.

Pertinent Facility Information:

1. The sanctuary has 14 benches per side. If 14 are used for seating adults, then 252 persons can comfortably sit in the sanctuary (14x2x9). The balcony has 4 benches per side. Using the same formula, then 72 more persons can be seated in the balcony for an event. The total, seating at least 9 persons per bench is 324 persons.
2. The fellowship hall can comfortably seat 180 persons; however, about 250 persons have been seated there for an event. There are 32 rectangular tables and 9 round tables in the Fellowship Hall. An additional 16 rectangular tables in the basement gathering that could be used as well, they would need to be returned to their original location after the event. Please return the tables and chairs to the layout in which you found them after the event.
3. When the kitchen is being used, the water heater should be turned on. The switch is located on the wall between the mechanical room and exterior door in the kitchen. Also, in order to use the stoves, the exhaust fan must be turned on. The switch is located on the front, right-hand side of the exhaust hood.

Payment Expectations

1. A security deposit of \$250 is required for the facility. In the event of damage to the facility the security deposit will be used to cover the cost. Any damage in excess of the \$250 will be billed to the person or group renting the facility. With an acceptable review of the facility and the *Facility Rental Follow-up* form, the security deposit will be returned within one month of the event.
2. All fees for the facility usage and other fees must be paid in full two weeks prior to the event.

FACILITY RESERVATION GUIDELINES & INFORMATION

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Fee Schedule

1. Fees for family related events by members of the congregation will be handled on the basis of a gift donation. In the event an audio-technician is needed, appropriate fees need to be paid, as well as for the church representative if it is a large event. [A member using the facility may function as the church representative for a single event.] Security deposit is required for weddings and large events using multiple locations.
2. Virginia Mennonite Conference and MC USA agencies may use the facilities as a gift from the congregation. A gift donation is welcomed for the use of the facility to help with utility and other costs associated with the use. In the event an audio-technician or church representative is needed, appropriate fees need to be paid.
3. If a non-member or associated group rents the facility, a representative from the congregation must be present to oversee the event. The church representative can waive this fee (see the *Facility Reservation Policies* for amount).
 - A. If the event utilizes the sound system, the sound system operator *can* fulfill both roles if that person agrees.
 - B. If the kitchen & fellowship hall is to be utilized, a member of the Hospitality Committee can fill this role.
 - C. For any other facility supervisory needs, contact the building and grounds chair or pastor.

CHURCH REPRESENTATIVE GUIDELINES & OTHER INFORMATION:

1. Kitchen guidelines are posted in the kitchen. The switch to the water heater, which is located on the wall between the exterior door and the mechanical room, should be on when the kitchen is being used. Likewise, the exhaust fan switch, which is located on the front right of the exhaust hood above the stoves, should be on in order to use the stoves and ovens. Please note: The Pantry and enclosed contents should not be opened and used by the reserving party.
2. The church representative can show you how to operate the thermostats. During the winter, heat may be used. In the summer, natural ventilation via opening and closing windows and interior doors is encouraged but A/C is available.
3. Familiarize yourself with lighting operation in pertinent locations.
4. If necessary, chairs and tables from the multipurpose room downstairs may be brought into the fellowship hall for use; however, they must be returned. If any chairs are removed from Sunday school classrooms, the correct number should be returned and properly arranged.
5. In the event of a wedding, provide instruction of the removal of pulpit and furniture. These can be stored in the worship resource room beside the stage. When moving the pulpit, disconnect the sound system connection, if connected. Risers for the stage are available for use if requested, (they can be found in the small entry way through the door to the right of the stag), but should be returned to their original location once the event is over. All furniture should be lifted, not dragged, and should be returned to their original locations.
6. Basic plumbing issues should be solved as they emerge. Plungers are located in each bathroom.
7. There are extra tri-fold hand towels and toilet paper stored in the bathroom cabinets as well as in the fellowship hall closet. The cleaning supplies are stored in the janitor's closet on the main floor.

