

FACILITY RESERVATION FORM

Zion Mennonite Church • 3260 Zion Church Road • Broadway, VA 22815
zmcvaoffice@gmail.com • 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?
_____	_____ <i>until</i> _____	YES _____ NO _____
_____	_____ <i>until</i> _____	YES _____ NO _____
_____	_____ <i>until</i> _____	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 the ZMC approved Sound System Operator listed below.)

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: Josh Reinford

ADMINISTRATIVE ASSISTANT: Barb Morris

HOSPITALITY CHAIR: Steve & Carlene Lantz

The church office is open: Tues, Thurs, Fri/9am-12pm

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	\$100	
Fellowship Hall with Kitchen	\$200	
Sanctuary, Fellowship Hall with Kitchen, Great Room, Sunday school rooms	\$300	
Audio-technician:		
Wedding (rehearsal, wedding, reception).....	\$150	
Wedding (rehearsal & wedding)	\$100	
Single event (2-4 hours)	\$50	
Church Representative:		
Wedding (rehearsal, wedding, reception).....	\$150	
Wedding (rehearsal & wedding)	\$100	
*Single event (2-4 hours)	\$50	
*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 17 benches per side. If 16 are used for seating adults, then 288 persons can comfortably sit in the sanctuary (16×2×9). 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 360 persons.
2. The fellowship hall can comfortably seat 180 persons; however, about 250 persons have been seated there for an event. Please see "Arrangement for table and chairs in fellowship hall" to show possible floor plan for seating 150 people. This is also the layout to return tables to after an 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 bases of a gift donation. In the event an audio-technician is necessary appropriate fees need to be paid as well as for the church representative. 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 necessary 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.
 - 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 obtained via opening and closing windows and interior doors is encouraged.
3. Familiarize yourself with lighting operation in pertinent locations.
4. If necessary, chairs 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. When moving the pulpit, disconnect the sound system connection. The risers may be stored in the Junior Department Sunday School section. 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.

FACILITY RENTAL FOLLOW-UP

Zion Mennonite Church, Broadway, Virginia

The Facility Rental Follow-up is a checklist of items for which the church representative will check following events in which the church facilities were reserved. You are encouraged to use this checklist, as well, to ensure that the areas you reserved are in the same condition in which you found them.

NAME: _____ PHONE: _____

DATE(S) OF EVENT: _____ EVENT: _____

FACILITIES UTILIZED:

- | | |
|---|--|
| <input type="checkbox"/> Great Room and Kitchen (<i>located downstairs</i>) | <input type="checkbox"/> Sanctuary |
| <input type="checkbox"/> Fellowship Hall with Kitchen | <input type="checkbox"/> Sunday school room: _____ |
| <input type="checkbox"/> Sunday school room: _____ | <input type="checkbox"/> Grounds: _____ |

Please note that bathrooms and foyers should also be checked for the following, as applicable.

CHECKLIST:

- All lights need to be turned off.
- Carpets have been cleaned, as needed.
- Decorations have been removed.
- Doors-Interior: Close all doors (including stairwell & other fire doors).Exterior: Close/lock all doors.
- Floors have been vacuumed, swept and/or mopped.
- Food remnants and other items have been removed from the refrigerators.
- Glass on windows and doors has been cleaned of any smudges.
- Pantry and enclosed contents should not be opened or used by the reserving party.
- Sinks, countertops, appliances, dishes, tableware and silverware have been cleaned.
- Tables and chairs have been cleaned.
- Tables, chairs, dishes and other items/furniture have been returned to their original positions.
- Thermostats have been checked and adjusted (to auto or turned off), as needed.
- Trash has been collected, cans emptied, and bags taken to the outdoor trash bin.
- Water heater is turned off. Exhaust fans are turned off.
- Whiteboards or chalkboards have been cleaned, as needed.
- Windows closed, cleaned and locked.
- Woodwork has been cleaned of any smudges.

Please indicate on the lines provided below any information pertaining to the cleanliness of the facilities utilized for this reservation.

I have conducted a walk-through to ascertain the cleanliness of the facilities indicated above and can verify that the reserved facilities were returned to the same condition in which they were found.

- I agree with this statement. I cannot agree with this statement.
(Use the back of this document to explain why.)

Signature of church representative: _____ Date: _____

