

Zion Hope Church
FACILITY USE AND PROCEDURE FORM



The Zion Hope Baptist Church (ZHBC) has established the following procedure to grant use of any part of ZHBC building and/or grounds.

- I. Any individual or group interested in applying for the use of any part of ZHBC facility and/or grounds must complete and submit this form.
 - 1. This form must be obtained from the Church Business Office; Business Manager or Church Secretary.
 - 2. This form must be completed and submitted to the ZHBC Business Office for review and consideration at least one month before the proposed event. In addition, Ministries are asked to complete their entire calendar for the upcoming year in December.
 - 3. An individual or ministry must adhere to the provisions of this procedure. The individual or head of the group is accountable to ensure all procedures are followed accordingly.

II. Please complete the following information using print:

- A. Name of individual, group or ministry _____
Address _____ Phone _____ email _____
- B. Name of individual requesting the facility: _____
Address _____ Phone _____ email _____
- C. Date of proposed use of the facility or grounds: _____
- D. Timeframe: Start time, end time and dates: _____
- E. Time you will need access into building: _____ AM/PM
- F. Entry doors to be open for your event: ___ ___ North ___ ___ South
- G. Specific area being requested for use. List the specific name and/or room number(s) to be used. _____
- H. Number attending event: _____ If using nursery, how many children? _____

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I. Will there be food/refreshments served at your function? Yes__ No__

J. Will you be using the kitchen and/or fellowship hall? Yes__ No__

Note: All food/refreshments must be served and eaten in fellowship hall or kitchen area.

Additional Items:

Please fill in appropriate blanks and put a check beside equipment and/or personnel needed.

Tables and Chairs:

Number of 8-foot straight tables needed for food and beverage _____

Number of 8-foot tables with chairs needed _____ (8-10 chairs)

Number of 6-foot tables needed _____ (6-8 chairs)

Number of 6-foot round tables needed _____ (8 chairs max.)

Paper Products: At your cost, you will need to indicate how many

| | | | |
|-----------------|-------------------|------------------|-----------------------|
| 9" plates _____ | 12 oz bowls _____ | 12 oz cups _____ | 6 oz cups _____ |
| 6" plates _____ | 5 oz bowls _____ | Napkins _____ | Table Covering _____ |
| Coffee _____ | Tea _____ | Punch _____ | Pineapple juice _____ |

Equipment Needs: Mikes on Stands _____ Speaker(s) _____ Podium w/mike _____
 Piano _____ Sound Tech _____ Cassette/CD Player through system (if available) _____
 Musician _____ Screen _____ TV Monitor and DVD Player _____ Video Recording _____

Pastor or Associate Minister _____

Note: For weddings and formal ceremonies there is a recommended honorarium which is \$100 each for the musician and minister. This is a recommendation for each to give consideration as this is a love offering. The minister will be the pastor or an ordained Zion Hope minister appointed/approved by the pastor.

III. The **housekeeping requirements** are outlined below for persons using ZHBC facility/rooms. This list is to ensure the area(s) used are left in excellent (neat and clean) condition.

Will you be using one or more of these areas? If you answer yes, please note the housekeeping expectations below:

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- Foyer Y__ N__ Sweep floors and lock all doors.
- General Hallways/stairs Y__ N__ Sweep floors, empty waste can, mop up all spills.
- Restrooms (men & women) Y__ N__ Flush toilets/urinals, clean/dry face bowls, turn off faucets, empty wastebaskets, sweep/mop floors.
- Classrooms Y__ N__ Sweep floors, mop up all spills, empty waste cans, clean chalkboard, and arrange chairs desks as found.
- Sanctuary and/or Choir Area Y__ N__ All props removed, pews/aisles cleaned, floor vacuumed, lights turned off, and doors locked as appropriate.
- Fellowship Hall Stairs/Halls Y__ N__ All tables/chairs cleaned and arranged properly, sweep floors, mop up all spills, and garbage containers emptied.
- Kitchen and Halls Y__ N__ All food packed and secured, Utensils cleaned/dried and put away, all dishes/pots/pans must be cleaned, dried and put away, all stove/oven burners must be turned off/cleaned, serving line outlets emptied/cleaned/dried, all sinks must be cleaned, rinsed and dried, turn off all faucets, sweep and mop all floors, turn off all lights.
- Parking lot/walkway Y__ N__ All paper, glass, debris picked up from the Church grounds and placed in appropriate containers. Church Grounds must be kept neat and clean.

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You are expected to clean the area according to the housekeeping standards noted above. However, if you do not clean area(s) according to the guidelines, ZHBC will be responsible for having the area cleaned by our custodial service. Please note that you will be billed for the service(s) rendered and payment will be expected in full.

NOTE: You also have the option to allow the custodial service for ZHBC to service the area(s) after your function is over. If this option is chosen the cost of the service will be submitted to you in writing and fee is payable to ZHBC seven (7) days prior to the function.

Option of User:

I have read and understand the procedures listed for the use of the Zion Hope Baptist Church facility and grounds. I have chosen to exercise the following option:

1. I will be solely responsible for all clean up duties according to the expectations listed.
2. I decline responsibility for clean up and authorize ZHBC to utilize their custodial service. Accordingly, I agree to pay the fee of \$_____ directly to ZHBC. The fee will be paid seven (7) days in advance as required.

Is use of facility granted? Yes___ No ___ (ZHBC Staff Only)

Signature of User

Date

Signature of Business Manager

Date