



Facility Rental and Usage Policy

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Church Property Guidelines

The Facilities of Bibb Mt Zion Baptist Church are a vital part of the overall ministries of Bibb Mt. Zion Baptist Church and the community. With that said our church in no way wants to hinder the support within the community and Church members. As such we establish these policies and procedures to enable all to have an understanding of the appropriate means of utilizing that which has been entrusted to us for ministry. These policies are also intended to help protect those using these blessings from potential problems. Those participating in events and enjoying the facilities will dress and conduct themselves in a Christ-like manner.

These policies and procedures cover the usage of the sanctuary, family life center (fellowship hall and gym), and legacy sanctuary for events such as weddings, banquets, showers, family gatherings, etc. When using the facilities at Bibb Mt. Zion Baptist Church, the following guidelines are to be followed:

A. General Policies

All church facilities will be used to carry out the purpose and mission of our church. Policies are kept in the spirit of that purpose and mission. The buildings will be used as a matter of course for any and all church-related activities. "Church-related activities" are defined as follows:

- a. Any activity which is part of the regular, on-going ministry of the church;
- b. Any special event under the sponsorship of the church;

Any request for use of the facilities for a non-church related activity will be referred to the Administrative Committee, in conjunction with the Trustee Board and the Pastor. Decisions of this group will be final. Use of the facilities for: weddings/marriages, wedding/marriage showers, baby showers, marriage anniversary parties, and other celebratory occasions must be consistent with the definition of marriage contained in the Bible. Specifically, marriage as defined by the Bible is a union between one natural born man and one natural born woman. (Genesis 2:22-24: "Then the Lord God made a woman from the rib he had taken out of the man, and he brought her to the man. The man said, 'This is now bone of my bones and flesh of my flesh; she shall be called 'woman,' for she was taken out of man.' That is why a man leaves his father and mother and is united to his wife, and they become one flesh. Your signature on this application indicates complete agreement/compliance with this policy.

Church members or non-church groups that desire to use the facilities for their own gain or profit may not use the grounds or facilities unless approved by the church. In such cases, fees will apply.

Any advertising on church grounds must not conflict with the constitution and purpose of our church.

The use of any church facility will be done in conformity with county fire and safety ordinances.

No smoking is allowed in any part of the buildings, including the restrooms.

No alcoholic beverages, alcoholic punches, controlled substances or weapons are allowed on church premises.

Minors must be under adequate adult supervision at all times anywhere in the building(s). No animals of any kind are allowed inside any church facility without prior permission, with the exception of service animals, which are always welcome

Decorations, structures, or other materials which may damage walls, floors, ceilings or other church property may not be used.

The organ and piano are under the care of the Worship Leader and pianist and may not be used without consent.

The sound systems are carefully designed. No one other than the members of the Sound Committee or their designee may operate the sound equipment. Furthermore, no additions or changes in the systems will be made without the express approval and supervision of the Sound Committee.

No food or drinks are allowed in the sanctuary.

If refreshments are provided, insure that no food or serving items are left in the areas used.

The church cannot be held responsible for any personal property left in any church facility.

There are to be no vehicles parked on the grassy areas for any reason.

The grounds, shrubs, trees and flowers must not be damaged, nor cuttings taken.

Violation of any policies directed in this document will be grounds for forfeiture of all deposits.

B. Reservations

All reservations for the use of the church facilities must be placed on the church calendar by the Church Office Administrator at least one (1) week in advance of the time desired. Reservations will be accepted on a first come basis. The Facility Request form (See attached form) should be completed at the time reservations are made.

Regularly scheduled church meetings will have first priority in building use. Other meetings will have second priority. Priority for other meetings is established by contacting the church office to reserve the facility. No facility will be used at such time as would prevent it from being ready for the regularly scheduled activities of the church. No facility will be used at any time for any other purpose when a regularly scheduled church activity is taking place.

Church wide activities take precedence over other reservations by individual church ministries or community events. Although an effort will be made to avoid scheduling conflicts, it may be necessary to cancel an event for a church wide event or activity. If it is necessary that a reservation

be canceled, the Church Office Administrator will notify the reserving individual as far in advance as possible.

C. Custodial Care of the Facilities

The church facilities should be left in the condition in which they are found. Please make clear arrangements with your florist/decorator/caterer as to who will remove and clean up the flowers and decorations after the event. Wall and trim nicks and scratches (even small ones, regardless of who made them) will be considered damage and must be reported on the damage report sheet, so please move furniture and equipment with this in mind.

The usage fee will cover the cost of setup and custodial services to clean the building(s). This does not include cleanup of the kitchen, which is the responsibility of the person making the reservations for the event.

All lights must be turned off before leaving the building.

D. Charges and Gratuities

Fees for the use of the church facilities are divided into two categories, members and non-members. Members are defined “as active member” or “as a member in good standing” who has been a member for 90 days or more.

E. Contract/Agreement

When the application is completed, signed by both requestor(s) and Church Office Administrator, it becomes a contract. It is understood that the parties concerned will read and abide by the foregoing rules and regulations. These policies have been adopted by the Trustee Board of Bibb Mt. Zion Baptist Church.

F. Sanctuary

Generally, the sanctuary is reserved for weddings and funerals. Bibb Mt. Zion Baptist Church is happy to help you with either event.

The guidelines for facility use for weddings are outlined in our the BMZ Wedding Policies and Procedures Handbook. Please request a handbook from our church office.

The sanctuary is available for funerals of church members or family of church members. There is not a fee when used for church members. Please contact the church office as soon as possible if you are planning on the use of Bibb Mt Zion Baptist Church for a funeral.

The Family Life Center may be available for funeral repasts. There is not a fee when the repast is for a church member. Please contact the church office as soon as possible on the use of the Family Life Center for a funeral repast.

G. Family Life Center (Fellowship Hall and Gymnasium)

The Family Life Center is comprised of the Fellowship Hall, Gymnasium, and Kitchen. These facilities are for the general use of the church family and the community. Request for use should comply with the policies and procedures previously outlined.

The Family Life Center will not be available during regularly scheduled church meetings, except when such meetings are a part of regular scheduled church activities.

Food or drinks will not be allowed outside the designated area. Any group holding an activity with food and/or drink is responsible for the cleanup and removal of all trash to the refuse containers outside the building. Trash bags should be replaced in trash receptacles.

Children less than six (6) years of age will be supervised by an adult (18 years or older).

Policies and procedures relative to the use of the Bibb Mt. Zion Baptist Church facilities may be altered or added to only by the approval of the Trustee/Deacons Board and/or by the direction of the Church in conference action.

H. Caterer Responsibilities

Furnish all portable equipment, supplies, food, dishes, crystal, silverware, napkins, cutlery, serving pieces, paper goods, foil, plastic wrap, etc.

Setup, serve, clean. Wash dishes, sweep floor, and take all trash to the outside trashcans.

The person making the reservation is responsible for ensuring all cleanup is done. No food or other items not belonging to BMZ should be left in the kitchen.

**FEE SCHEDULE
DAILY USAGE RATE**

ACTIVITY/FACILITY	MEMBER		NON-MEMBER	
	Security Deposit (Refundable)	Usage Fee	Security Deposit (Refundable)	Usage Fee
Church-related activity	No charge	No charge	N/A	N/A
Non-Church related activity:				
Primary Sanctuary	\$150	\$200	\$500	\$600
Legacy Sanctuary	\$ 75	\$150	\$200	\$300
<u>Fellowship Hall</u>				
• Front Half	\$ 75	\$125	\$150	\$250
• Rear Half	\$ 75	\$125	\$125	\$200
• Kitchen	\$ 50	\$ 50	\$100	\$100
• Entire Hall w/o Kitchen	\$ 75	\$150	\$200	\$400
• Entire Hall w/Kitchen	\$ 75	\$200	\$250	\$500
Gymnasium	\$150	\$200	\$400	\$600
Family Life Center* (includes Gym, Fellowship Hall & Kitchen)	\$150	\$400	\$300	\$1100
Security (mandatory)		\$25/hr		\$25/hr
Custodial Services Fee		Included		Included
Audio/Visual Services		\$150		\$250
Weddings	See Wedding Handbook	See Wedding Handbook	See Wedding Handbook	See Wedding Handbook
Funerals	No charge	No charge	See appropriate Facility fee above	See appropriate Facility fee above

Bibb Mt. Zion Baptist Church Deposit Refund Checklist

YES	NO	CHECKLIST ITEM
		Decorations removed
		Furniture returned to original position
		Trash collected and placed in outside bins
		Kitchen cleaned and utensils put away
		Walk through to double check for items left or incomplete tasks
		Lights off
		Keys returned
		Building secured
		<p>DAMAGE REPORT: Do you know of any damages caused during your use of the facilities? If yes, please describe any damages, stains, or inoperable equipment that may have occurred during the use of the facilities. Please be specific about type, location, and cause.</p> <p>_____</p> <p>_____</p> <p>_____</p> <p>_____</p>

(Signature of person to receive deposit return)

Please allow 7 – 10 days after an event for a return of partial/complete security deposit.

Bibb Mt. Zion Baptist Church
General Facility Use Agreement Form

Please complete and return this form as soon as possible.
Items marked with are required for application to be considered.*

*Name _____ * Phone _____
(Complete Name Please)

*Email Address _____

*Date of Event _____ *Time of Event _____

*Description of Event _____

Facility Requested:

Primary Sanctuary _____

Legacy Sanctuary _____

Fellowship Hall

Kitchen _____

Front Half _____

Gymnasium _____

Rear Half _____

Entire Hall _____

Other Areas (Specify):

Sound Equipment: _____

Tables needed: # Round _____ #Rectangle _____

Chairs needed: _____

Tablecloths needed: **(Church Events only)** _____

A security deposit (as listed in the previous Fee Schedule) is required. This deposit is refundable if the facilities are cleaned and back in order.

Enclosed is \$ _____ for the building use for the above noted areas. If paying with a check, please make the check payable to Bibb Mt. Zion Baptist Church.

I have read and understand the instruction sheet regarding the use of church. I understand that the buildings cannot be used between 10:00 pm and 6:30 am.

Signature of Responsible Person: _____

Signature of Church Representative: _____

Date: _____

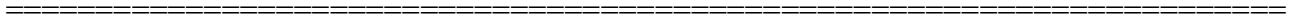
SETUP DIAGRAM

Please provide a drawing of the desired setup of tables and chairs below:

Facility Being Used:

_____ Fellowship Hall

_____ Gymnasium



Bibb Mt. Zion Baptist Church Facility Use Liability Form

In consideration of Bibb Mt. Zion Baptist Church, Macon, Georgia, allowing use of its facilities, the Undersigned hereby indemnifies and hold Bibb Mt. Zion Baptist Church, its employees, ministers, and members harmless from all claims, however arising, out of such use, including attorney's fees, and accepts such facilities in "as is" condition.

The Undersigned further agrees to clean the premises of the use after the purpose of the use has been accomplished, and to immediately pay for any damages in the Church's property and for all costs to the Church occasioned by such use. It is the Undersigned's responsibility to bring any known damages to the attention of the church office as soon as possible.

I have read all Facility Use policies and agree to comply fully.

*Signed _____

*Print Name _____

*Date _____

**Please mail Facility Request Form Agreement to:
Bibb Mt. Zion Baptist Church
Attn: Office Administrator
3268 Avondale Mill Rd.
Macon, GA 31216**

**Bibb Mt. Zion Baptist Church
Facility Use Total Summary Form**

Rental Description		Cost
1.		\$
2.		\$
3.		\$
4.		\$
5.		\$
6.		\$
7.		\$
8.		\$
9.		\$
10.		\$
Deposit Fee		\$
Usage Fee		\$
Total Charges		\$

*Renter Signature _____

*Renter Print Name _____

*Date _____