



GLOBAL  
METHODIST CHURCH

**Mount Zion Methodist Church of Hurdle Mills, LLC**  
135 Clay Long Road, Hurdle Mills, NC 27541 Phone 336-364-2746

### Facilities Guidelines

The Global Methodist Book of Discipline #346. **BOARD OF TRUSTEES** charges the local church Board of Trustees with the oversight and care of church facilities. The Mount Zion Methodist Church Board (MZMC) of Trustees developed the following *Facilities Guidelines* that established specific policies for the management of our church facilities.

1. This facility shall be used in a manner consistent with the Book of Discipline and the mission of Mount Zion Methodist Church (MZMC).
2. Church facilities are intended for MZMC missions and ministries. However, members, non-members, and groups or organizations from outside the church may be allowed to utilize facilities as long as the proposed event meets the criteria established in these guidelines. Prior to the event, if it comes to the attention of the Board of Trustees that any of the General Rules on page 2 are intended, the Board of Trustees retain the right to withdraw use of the facility by that group.
3. Individuals/groups (church members and non-members) wishing to use any facility at MZMC must be at least 21 years of age, and must submit a Reservation Form. The form must be completed by the sponsoring individual/group and submitted along with deposit to the Facility Coordinator (Kate Holeman 336-504-3034) for confirmation of date, time, and location as best fits the church calendar. Individuals or Groups will be notified of confirmation in writing by email or hard copy.
4. Use of the facilities for programs and events will be scheduled on a “first-come, first-serve basis”. Events cannot be booked more than 12 months in advance.
5. The Board of Trustees in consultation with the Pastor shall retain the right to adjust any scheduled activities should unforeseen circumstance arise, where the church should need the facilities. Every effort shall be made to facilitate each function. Any pre-paid fees or deposits will be returned to the individual/group requesting use of the facility.
6. Members are not required to pay fees for the use of all the church facilities. Love offering will be appreciated payable to “Mt. Zion MC” by check. A \$50 fee will be assessed for all church-wide fundraisers to cover kitchen supplies, electricity and paper products.
7. Non-members shall designate and pay balance of fee on the day of event (by check payable to “Mt. Zion MC”) the following fees to cover a portion of direct and indirect costs of the proposed use of the facility.

<b>Facility</b>	<b>Fee Schedule</b>
Sanctuary	No Charge Members, Non-Members \$200 (w/ Pastor’s Approval)
Class Rooms (Seekers or Believers), Preschool	Not Eligible for use
Old Fellowship Hall, includes Kitchen Facilities	\$100.00/event
New Fellowship Hall, including Kitchen Facilities	\$300.00 (100 people) or \$400.00 (200 people) or \$500.00 (300 people maximum)

8. Non-members shall also provide a \$150 deposit at time of request (by check payable to “Mt. Zion MC) to cover the cost of cleaning the facility should the facility require additional cleaning following the event. The deposit shall be returned if cleaning is deemed adequate by the Facilities Team or the Pastor.

9. All persons requesting use of the facility assume responsibility for the conduct of the users as well as any damage that may occur during the use of the facility. The Church will be made whole.

10. The Facilities Team or designee shall open the facility allowing access to the facility during the event.

### **General Rules**

1. MZMC is a non-smoking facility. Smoking is prohibited in all buildings and the children’s playground area.

2. The use of alcohol, illegal drugs, fireworks and firearms are forbidden. A violation of this rule will result in the immediate suspension of privileges and non-refund of fees & deposit.

3. The use, placement, and method of attachment of decorations, special signs, posters, or markers for the scheduled church event must be pre-approved by Facilities Team in coordination with the Pastor. Please have attendees respect Sunday school and Pre-school rooms.

4. For non-church event, no objects shall be attached to any permanent fixtures, walls or ceiling with glue, tape or tacks except where accessories of this nature are provided.

5. The use of MZMC sound, lighting or computer equipment shall not be used without proper clearance from the Facilities Team. A designated representative of MZUMC AV Team will oversee the setup, operation, and return to storage of the equipment. An additional per diem rate will apply. Suggested \$50 first hour, \$25 each additional hour.

6. Church furniture or equipment shall not be removed from the church property without the approval from the Board of Trustees. If chairs, tables, and other furniture need to be moved for the event, they are to be returned to their original formation after the function. The notebook layout for NFH is in kitchen.

7. All non-church related events must be completed by 10:00 pm unless there is advance approval by the Facilities Team.

8. The Facilities Team is the main contact for all groups using the MZMC facilities. The Facilities Team or designee, will assist church events with building access, room set-up, HVAC requirements, security, and audio/visual equipment use. The Facilities Team should be notified in advance of the event about any special needs that a group may have.

9. The Facilities Team and the church staff are not available to help with non-church events. The user of the facility must provide all necessary resources for room set-up, giving directions to the meeting location, parking, loading and unloading of supplies, and other tasks associated with the event. Linens, paper products (other than toilet paper) i.e., plates, cups, napkins, utensils shall be provided by the sponsoring group.

10. The original facility set-up should be restored during clean-up after event conclusion. Wipe up spills of food and drink. Flush all toilets. Turn off all lights and close doors. Utilize liquid bucket and dispose of in sink prior to wiping sinks and counters. Sweep and damp mop (without chemicals) kitchen floor. Remove all food, trash and perishables from restrooms and kitchens. Wash & return dish cloths and towels. MZMC is a “green facility”. Please place all recyclables in the blue bin and trash in bins outside.

11. If the event requires the service of church staff, maintenance personnel, or other personnel, the user accepts financial responsibility for payment for the services. Decisions about the necessity of extra services required for the event rest with the Board of Trustees.

12. Any publicity for an event not sponsored by MZMC, whether in the form of brochures, e-mail, web information, or media ads, must have prior approval from the Facilities Team or the Pastor, and must state clearly and visibly the following: “Mt. Zion Methodist Church is not a sponsor of this event.”

13. The user of the facility should ensure that thermostat is returned to non-occupancy setting (85°summer or 55° winter) before leaving the facility; all windows and doors are closed and locked; and all lights are off prior to leaving the facility.

14. MZMC members or staff, are not responsible for any injuries, damages, or loss of personal items, and equipment either while on the church property or left behind on the premises.



# Mount Zion Methodist Church Facility Reservation Form

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- This is a non-Church event.
- I am a church member and this is a personal event.

**Note: An event with 25 or less attendees must be held in Old Fellowship Hall. Church-wide fundraisers must pay \$50 facility use fee.**

Approval given: \_\_\_\_ Date: \_\_\_\_\_

Sound System Needed \_\_\_\_\_

Deposit Received \_\_\_\_\_

Facility Fee Paid \_\_\_\_\_

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Deposit refunded: \_\_\_\_ Date: \_\_\_\_\_  
*If not, provide reason(s) on back of form.*

Event/Activity Name: \_\_\_\_\_

Proposed Date: \_\_\_\_\_ Start/End Time of Activity: \_\_\_\_\_

Will additional time be needed for setup/teardown, if so explain: \_\_\_\_\_

Estimated Number of Attendees: \_\_\_\_\_ Facilities requested: \_\_\_\_\_

This is a recurring event. Please list all dates:

Sponsor Group: \_\_\_\_\_ Contact Person: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Email: \_\_\_\_\_

### Special Requests

Sound System with permission (Additional per diem may be required)

Other request(s): \_\_\_\_\_

I am at least 21 years or age. I have read, understand and agree to comply with all the **Facilities Guidelines** set forth by Mount Zion Methodist Church in order to use the facilities. I acknowledge the facilities must be left in same condition as found. I will be on-site during this event. I/my group will be responsible for any damages incurred during its use and will refrain from accessing other areas not reserved. I acknowledge I must complete the form in its entirety and submit any fees in full prior to commencement date of event. Deposits will be refunded after 10 days from event.

**Fee Schedule** *Deposit \$150 is required with form submission.*

Facility	Fee Schedule
Sanctuary	No Charge Members, Non-Members \$200 (w/ Pastor's Approval)
Class Rooms (Seekers or Satterfield), Preschool	Not Eligible for use
Old Fellowship Hall, includes Kitchen Facilities	currently unavailable
Fellowship Hall, including Kitchen Facilities	\$300.00 (100 people) or \$400.00 (200 people) or \$500.00 (300 people maximum)
<b>AV Team</b>	<b>\$50 1<sup>st</sup> hour, \$25 each additional hour</b>

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Submit questions and/or completed form and fees to** Mt Zion MC, Kate Holeman (336-504-3034),  
Facilities Coordinator, 135 Clay Long Road, Hurdle Mills, NC 27541, Church phone (336-364-2746)