

Mt. Zion Christian Church

3631 Combs Ferry Road, Winchester, KY 40391

Facilities Guidelines

The following rules and guidelines apply to all using Mt. Zion Christian Church facilities, whether members or non-members:

1. A person or persons will accept responsibility for the facilities. They will be the contact person, sign the agreement, and make sure that these guidelines are met. This person needs to be at least 21 years of age.
2. An event request form must be filled out and signed by the responsible person for all events. Multiple events (ie. sports practices) need to have each date specifically listed. A checklist for the area you are using will be provided so that you can make sure that the facility is left at least as well as you found it. If the facility is not left in an acceptable condition, the church reserves the right to expect compensation to cover any incurred costs.
3. The following are prohibited:
 - a. Alcoholic beverages
 - b. Smoking
 - c. Illegal substances
 - d. Open flames including torches (candles may be used by permission)
 - e. Obscene, vulgar, or profane language
 - f. Inappropriate dress including: shorter than mid-thigh shorts, and tank tops
 - g. Hard soled shoes for game participants in the gym
 - h. Food and drink without prior approval
 - i. Inappropriate conduct that could be dangerous or offensive to others
 - j. Any equipment to be used on site needs prior approval
 - k. Any speakers or entertainment needs prior approval
4. A fee will be charged for each facility. They are due a minimum of two weeks before the event. Fees for non-members are not negotiable. A refund will be given (with deductions for any expenses incurred by the church) with a 24 hour cancellation notice.
5. Any "set-up" events prior to the main event must also be reserved as well. Church activities will take precedence and can only be changed with agreement from the ministry or party planning prior to any commitment.
6. Mt. Zion Christian Church reserves the right to refuse or disallow any event, group, or individual use of the facilities. As a Red Cross Disaster Relief Center, any requests for such usage will take precedence over all other scheduled usages.
7. Mt. Zion Christian Church assumes no responsibility or liability for any injuries incurred by anyone using our facilities or equipment or while being on our premises at 3631 Combs Ferry Road. Use of the Mt. Zion facilities is at the users own risk.
8. Members who have a death in the family may use the facilities for a gathering after a funeral as long as the requested area has not been previously committed.
9. Mt. Zion Christian Church does not furnish any paper or plastic products such as cups, paper plates, napkins, utensils, etc. Please plan to bring your own supplies.

Deposit Fee Schedule

Members:

\$50 deposit refundable upon satisfactory inspection after the event.

Non-members:

\$100 deposit refundable upon satisfactory inspection after the event.

I have read, understand and agree to the procedures and guidelines for the use of Mt. Zion Christian Church and hereby agree to be the "responsible party" for meeting these guidelines.

Signed _____ Date _____

Printed Name _____

Accepted by _____ Date _____

Facility Fee Schedule

Auditorium only	\$25 plus \$25 per hour
Gymnasium only	\$25 plus \$30 per hour
Chapel only	\$25 plus \$15 per hour
Kitchen only	\$25 plus \$20 per hour
Kitchenette / Meeting room only	\$25 plus \$10 per hour

Wedding packages are priced by the wedding coordinator.

Deposit _____

Fixed Fee _____

Hourly Fees _____

TOTAL _____