

Sixth Mount Zion Baptist Church

Use of Space Agreement

This agreement is between the Trustee Ministry of the Sixth Mount Zion Baptist Church, 14 West Duval Street, Richmond, Virginia 23220, who is authorized to manage the premises and act for and on behalf of the church and _____.

1. PREMISES

In consideration of the rent or other provisions of this agreement, the Sixth Mount Zion Baptist Church hereby authorizes _____ to use the premises known as the Sixth Mount Zion Baptist Church, 14 West Duval Street, Richmond, Virginia 23220.

2. USE OF SPACE AGREEMENT FOR MEMBERS

Security Deposit

Sixth Mount Zion Baptist Church requires a security deposit to ensure that the premises, including fixtures and facilities) are left in the same condition as they were prior to usage. _____ shall be required to submit a security deposit in the amount of one hundred dollars (\$100.00) for the use of space at Sixth Mount Zion Baptist Church before occupying the premises on _____. After payment in full and inspection of the premises shows the premises in same condition, the security deposit or part that _____ is entitled to receive will be returned.

3. USE OF SPACE AGREEMENT FOR NON-MEMBERS

Security Deposit

Persons who are not members of the Sixth Mount Zion Baptist Church shall be required to submit a security deposit in the amount of two hundred fifty dollars (\$250.00) for the use of space at Sixth Mount Zion Baptist Church before occupying the premises.

a. *Weddings*

The rent shall be a fee totaling \$_____ for the use of space on _____ covering the period of _____ for no longer than **four** hours. There will be a fifty dollar (\$50.00) fee for each additional ½ hour.

b. *Concerts*

The rent shall be a fee totaling \$_____ for the use of space on _____ covering the period of _____ for no longer than **four** hours. There will be a fifty dollar (\$50.00) fee for each additional ½ hour.

c. *Funerals*

For persons that are not members of the Sixth Mount Zion Baptist Church, the rent shall be a fee totaling \$_____ for the use of space on _____ covering the period of _____ for no longer than **four** hours. There will be a fifty dollar (\$50.00) fee for each additional ½ hour.

d. *Non-Profit Usage*

The rent shall be a fee totaling \$_____ for the use of space on _____ covering the period of _____ for no longer than **four** hours. There will be a fifty dollar (\$50.00) fee for each additional ½ hour.

Please Note: The Sixth Mount Zion Baptist Church reserves the right to charge a fee or love offering depending upon the event. In some instance, the Church may choose to provide space without cost for non-profit events.

4. SIXTH MOUNT ZION OBLIGATIONS

- a. Provide space for use
- b. Keep all common areas in a clean and safe condition

5. AUTHORIZED REPRESENTATIVE OBLIGATIONS

- a. _____ shall comply with all applicable provisions of the building and housing codes affecting health and safety.
- b. _____ shall keep that part of the premises that he/she occupied s and uses as clean and safe as their condition permits.
- c. _____ shall in a reasonable manner use all electrical, plumbing, sanitary, fixtures, and facilities on the premises. He/she shall be responsible for any damage caused by his/her failure to comply with this requirement, and shall not use any major equipment in the premises without written permission.
- d. _____ shall not deliberately or negligently destroy, deface, damage, impair or remove any part of the premises (including fixtures, facilities, and appliances) or permit any person to do so whether known by him/her or not, and _____ shall be responsible for any damage caused by his/her failure to comply with this requirement. He/she shall give the Church's Agents prompt notice of any such damage to the premises.
- e. _____ shall conduct himself/herself and require other persons on the premises to conduct themselves in a Christian manner.
- f. _____ shall protect by insurance, necessary permits, or otherwise against injury, or damage from whatever cause to his/her person or property and to the person or property of those on the premises with his/her consent whether known by him/her or not; and shall hold Sixth Mount Zion Baptist Church harmless from all claims arising from any such injury or damage.

6. RULES AND REGULATIONS

- 1. The first use of the facilities of Sixth Mount Zion Baptist Church shall be for the ministries, programs and activities of Sixth Mount Zion Baptist Church.
- 2. All activities of all users of the facility of Sixth Mount Zion Baptist Church shall not conflict with the mission and vision of Sixth Mount Zion Baptist Church.
- 3. The use of the church facility for a wedding will be permitted on a mutually acceptable date. All officiating ministers or marriage commissioners must be approved by the pastor. Persons seeking to be married by the pastor or an associate minister of Sixth Mount Zion Baptist Church must participate in pre-marital counseling prior to being married.

4. All neutral activities such as birthday parties, anniversaries or wedding receptions will be considered based on availability not prior to 6 weeks ahead and at the standard fee.
5. All for-profit activities will be considered on an availability status not prior to 6 weeks ahead and at the standard fee.
6. *American Baptist denomination activities will be considered to be church activities and will not be charged a rental fee.*
7. Serving alcohol is prohibited on these premises.
8. Smoking is prohibited on the premises.
9. The use of confetti, rice or bubbles is prohibited in or around the building.
10. The kitchen facilities may only be used providing that a supervisor has a food safe certificate. If your group does not have a certified person, then one can be supplied for you at the posted rate per hour.
11. A designated security supervisor must be present at all times or satisfactory arrangements for security made with the Sixth Mount Zion Baptist Church ahead of time.
12. All electronic equipment owned by Sixth Mount Zion Baptist Church must be operated by the Church's qualified technician. That technician will be supplied for you at the posted rate per hours.
13. Moving of any accessories (plants, shrubs, cross et.) must be declared and approved prior to the event.
14. No equipment or property may be removed from the church without the church office's permission and approval.
15. Candles are only permitted if they are dripleless.
16. Each user group and renter is responsible for the behavior of their own guests and participants. Any damage done to the church or church property by guests and participants will be the responsibility of the renter.
17. All renters will arrange for their own food and beverages (no alcohol).
18. No food and beverages may be served in areas not arranged for ahead of time.
19. All rental users will be required to arrange for and provide proof of their own insurance to use this facility.

_____ shall abide by all existing rules and regulations imposed by the Sixth Mount Zion Baptist Church. A violation of the rules and regulations imposed by the Sixth Mount Zion Baptist Church shall be considered a breach of this Agreement and void contract.

USE OF SPACE AGREEMENT FOR MEMBERS

Member Name: _____

Address: _____

City/State/Zip _____ Phone _____

E-mail: _____

Date of Use: _____ Event start time: _____

Purpose of the Use: _____

Set up time: _____ Person responsible for set up: _____

Facilities requested:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> A. W. Brown Memorial Room |
| <input type="checkbox"/> Choir Room | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Church School Room #2 | <input type="checkbox"/> Church School Room #3 |

Personnel supplied by church:

Sound Technician _____

Custodial _____

Security (optional) _____

Musician (optional) _____

User agreement:

I/We agree to...

1. Pay the posted security deposit at time of booking. This deposit will be returned within two weeks following use provided that linens are returned in acceptable condition and there is no damage to the building or equipment.
2. Will provide the certification of Insurance required by the day of the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
3. Pay the rental fees at least thirty (30) days before the date of the event.
4. Take responsibility for actions of all guests and participants using the facility.
5. Have read and agree to abide by the facilities use guidelines.
6. That the information provided is accurate and true.

Signed: _____ Date: _____

Please print name: _____

Deposit received by: _____ Cash _____ Check _____

Amount owing: _____ by (date) _____

USE OF SPACE AGREEMENT FOR NON-MEMBERS

Contact Name: _____

Address: _____

City/State/Zip _____ Phone _____

E-mail: _____

Date of Use: _____ Event start time: _____

Purpose of the Use: _____

Set up time: _____ Person responsible for set up: _____

Facilities requested:

- | | |
|--|--|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> A. W. Brown Memorial Room |
| <input type="checkbox"/> Choir Room | <input type="checkbox"/> Conference Room |
| <input type="checkbox"/> Kitchen | <input type="checkbox"/> Nursery |
| <input type="checkbox"/> Church School Room #2 | <input type="checkbox"/> Church School Room #3 |

Personnel supplied by church:

Sound Technician _____

Custodial _____

Security (optional) _____

Musician (optional) _____

User agreement:

I/We agree to...

1. Pay the posted security deposit at time of booking. This deposit will be returned within two weeks following use provided that linens are returned in acceptable condition and there is no damage to the building or equipment.
2. Will provide the certification of Insurance required by the day of the event. Failure to provide insurance will result in cancellation of use of facility without any further notice.
3. Pay the rental fees at least thirty (30) days before the date of the event.
4. Take responsibility for actions of all guests and participants using the facility.
5. Have read and agree to abide by the facilities use guidelines.
6. That the information provided is accurate and true.

Signed: _____ Date: _____

Please print name: _____

Deposit received by: _____ Cash _____ Check _____

Amount owing: _____ by (date) _____

Fee Structure for Members: for every 4 hour period, plus a two hour set up time

Sanctuary Only	Deposit
Fellowship Hall Only	Deposit
Sanctuary & Fellowship Hall Kitchen	Deposit

Required Personnel:

Custodian (Sanctuary only)	\$60.00
Custodian (Sanctuary & Hall)	\$120.00
Sound Technician	\$45.00

Optional Personnel:

Musician	\$150.00
----------	----------

Fee Structure for Non-Members: for every 4 hour period, plus a two hour set up time

Sanctuary Only	\$500.00
Fellowship Hall Only	\$125.00
Sanctuary & Fellowship Hall Kitchen	\$625.00 \$100.00

Required Personnel:

Custodian (Sanctuary only)	\$60.00
Custodian (Sanctuary & Hall)	\$120.00
Sound Technician	\$45.00

Optional Personnel:

Security	\$50.00
Musician	\$150.00