

**Zion Hill Baptist Church**  
**FACILITIES USE REQUEST FORM**

Today's Date: \_\_\_\_\_

Group or Individual requesting use: \_\_\_\_\_

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

Phone #1: \_\_\_\_\_ Phone #2: \_\_\_\_\_

Date(s) Requested: \_\_\_\_\_

If recurring - Start date: \_\_\_\_\_ End date: \_\_\_\_\_

Time of day: Begin: \_\_\_\_\_ End: \_\_\_\_\_

Please explain activity to be held: \_\_\_\_\_

Estimated number of people involved: \_\_\_\_\_

Member who will stand as a reference: \_\_\_\_\_

(Applicants without a member reference may be asked for a refundable deposit of \$250.)

☐ I have access to the building (key). ☐ I will need access to the building.

Facilities needed (please check all rooms you plan to use):

☐ Fellowship Hall (upstairs) ☐ Fellowship Hall (basement)

☐ Church building (sanctuary)

Equipment needed:

☐ TV/DVD (in the Fellowship Hall)

The person/organization requesting the use of church facilities hereby absolves the church, its pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. The group or individual using the facility is responsible for set up, clean up, and return to normal set up of the facility, and agrees to abide by the guidelines established by the church (please see guidelines on reverse side).

\_\_\_\_\_  
**Signature of Responsible Party**

\_\_\_\_\_  
**Date**

**Please Note: No fee is charged for use of church property for active church members, but you may donate to the church building fund or general fund at:  
Zion Hill Baptist Church, 87 Jonica Gap Rd. Morganton, GA 30560**

\_\_\_\_\_  
*For office use only:*

Approved by: \_\_\_\_\_ Date: \_\_\_\_\_

## **Facility Usage Rules**

1. The facilities may not be used for activities that conflict with or are inconsistent with the church's beliefs and bi-laws.
2. No alcohol is allowed on church grounds.
3. No smoking is allowed inside any church building.
4. No food is allowed in the church (sanctuary) building.
5. Children must be supervised at all times.
6. It is the responsibility of the group or individual using the facility to set up, clean up and return the facility to normal setup after the approved event or activity.
7. The person/organization using the church facilities is responsible for any damages that may occur to church property.

## **Responsibilities for Facilities Use**

1. Vacuum/sweep floors and mop as needed. Report any damage to equipment or property promptly to the Facilities Committee.
2. Return all tables, chairs, easels, and other equipment to their proper places after your event. Return all rooms used to their normal setup.
3. Wipe off tables and counters. If food or drink is involved, wipe all tables and counters clean using appropriate cleaning materials. If stains occur, please notify the Facilities Committee so that correct cleaning solutions can be used to remove stains.
4. Collect all garbage into bags and bring it out to the trashcan located near the Fellowship Hall porch. If trash bags will not fit inside the outside trash can, please take them with you.
5. If using the kitchen, please wash and dry all dishes used and return them to the correct cupboard. Take all extra food and beverages with you unless specific plans for usage have been made. Wipe counters and leave the kitchen clean and ready for the next use.
6. Remove any items put up on the walls or set out in connection with your event.
7. When finished, please check that all doors are locked, windows are closed and locked, and lights are off. Set the thermostat to 55° in the winter and 78° in the summer. Then lock up.

\*Dishcloths, towels, broom, dustpan, vacuum, etc. are in the kitchen. Please return these to the kitchen when you are done using them. Used towels and dishcloths can be left in the kitchen on the counter. They will be picked up and washed regularly.

**Thank you for your cooperation.** Complying with these guidelines will allow us to better serve the needs of everyone who uses the church facilities. If you have any questions, you may contact the Facilities Committee.

In case of emergency, contact: \_\_\_\_\_

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