

Special Considerations

1. If you receive permission to use the kitchen: (a) all dishes and utensils must be cleaned and put away; (b) linens must be laundered and returned as soon as possible; (c) food may not be left in the refrigerator, freezer or on counters.
2. Children must be carefully supervised at all times.
3. Report any accident that occurs on church property to the Pastor or a member of the Board of Trustees.
4. Report any damaged or defective equipment as soon as possible.
5. If you are planning a wedding at Old Zion, you should make your request at least 30 days in advance of the wedding date.
6. Sanctuary furniture may not to be moved without permission and supervision.
7. Decorations may not be attached to pews, doors, walls, etc. with nails, pins, glue or tape.

FEE SCHEDULE

Sanctuary	\$100.00
Family Life Center	\$100.00
Fellowship Hall	\$75.00
Classroom or Multi-purpose Room	\$50.00

A \$50.00 **refundable** cleaning deposit is required when the key is picked up. Deposit is refundable after an inspection of the facility is complete.

WHO TO CONTACT

Rev. Billy Roy, Pastor (910) 653-2305
 Kipling Godwin, Trustee (910) 840-6743
 Edsel Suggs, Trustee (910) 653-5274
 Donald Thompson, Trustee (910) 653-2074

Request to Use the Facilities of Old Zion Wesleyan Church (Part II)

Return to the Pastor or a member of the Board of Trustees

Old Zion Wesleyan Church accepts no responsibility for accidents or other liability resulting in the use of our facilities

Do you have liability insurance? Yes No

If yes, please indicate Carrier's Name: _____

Alternate Contact Person _____

Phone # () _____

I have read and understand the guidelines and procedures outlined in this brochure and agree to comply with them.

Signature _____ Date _____



OLD ZION WESLEYAN CHURCH

BUILDING USE GUIDELINES

Old Zion Wesleyan Church
 10144 Swamp Fox Highway East
 Tabor City, North Carolina 28463
 (910) 653-2305
 ozwc@earthlink.net
 www.oldzionwesleyan.com

Welcome!

The congregation of Old Zion Wesleyan Church is delighted for groups outside the church to use its church building, provided that each group:

- Reviews the information in this brochure, and
- Agrees to and complies with the guidelines stated in this brochure.

How Do I Reserve Space at Old Zion Wesleyan Church?

1. Review this brochure regarding our building use guidelines.
2. Complete both sides of the attached Request Form.
3. Return it to the Pastor or a member of the Board of Trustees (see contact list on reverse).
4. You will be notified once your request has been reviewed by a member of the Board of Trustees.
5. Make arrangements to pick up a key the day the facility is needed. **The person who will be present and responsible for opening and closing the building, must secure the key.**

Guidelines

- Facilities may be used by non-profit, civic, service, and social groups whose purposes are in no way contrary to those of Old Zion Wesleyan Church.
- Old Zion Wesleyan Church activities always take precedence over other functions.
- Persons and groups using the facilities are required to pay a fee to help offset the cost of utilities and custodial care. The Board of Trustees reserves the right to modify the fee schedule without notice.
- Alcoholic beverages and illegal drugs are not allowed on the property and may not be served or consumed.
- Smoking is not permitted anywhere on the property.
- If the nursery is to be used, *two competent adults* must be secured as sitters. The nursery must be cleaned and returned to good order.
- At the close of each event, all facilities used, including restrooms, must be cleaned and left in good order, lights turned out, heat and/or air conditioning turned off, and the doors locked.

Request to Use the Facilities of Old Zion Wesleyan Church

Return to the Pastor or a member of the Board of Trustees

Space Requested: _____ Date Requested: _____
Time Requested: From _____ To _____
Phone # () _____
Name of Person or Group _____
Intended Use: _____
Name of the person who will be present and responsible for use facility: _____
Address _____

AM PM AM PM
Number of people expected: _____