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POLICY GOVERNING USE OF FACILITIES AND GROUNDS

To our friends who use Mt Zion Lutheran Church:

This document contains our basic policies concerning the use of our facilities by non-Mt Zion groups. Please know that the church staff will cooperate to make your use of our facilities comfortable and enjoyable, and we request you follow these policies when using our space. All are welcome here who respect Mt Zion as a house of God and respect all people as children of God.

To our members:

This is your church and you are welcome to use it for your events (anniversary parties, seminars, etc). Please use this application form to make such requests with the understanding that some sections may not apply. Specifically, some of these policies may be waived upon request, outside insurance is not required, and rental fees are not charged, but a nominal donation is appreciated.

Note: This application form is not required for regular facilities usage by our internal ministries and programs (choir, Sunday School, bible studies, etc), and some of these policies may be waived upon request, but all planned facilities needs should be communicated to the parish administrator in order to allow the space usage to be shared/coordinated with everyone.

General Building Use Policies

1. **NO ALCOHOLIC BEVERAGES** may be served or brought onto church property by the group using the building.
2. **SMOKING IS NOT PERMITTED** on church property.
3. **NO EQUIPMENT AND NO FACILITIES** other than those specifically requested and approved via the application form are to be used. Restrooms, entry ways, parking areas, etc. may be used but must be properly supervised by the group using the facility.
4. If furniture or equipment to be used is moved from one part of the building to another, it is the responsibility of the group to return same to the original location after the meeting or event. Note: Only furniture and equipment shall be moved. No decorations or religious objects shall be moved or disturbed. Anyone concerned with religious displays should seek accommodations elsewhere.
5. If a custodian must be specially employed to open the building, assist and/or supervise, or to secure the building after use, an additional charge will be applied pursuant to the fee schedule on the application.
6. All groups are asked to leave the premises in the same order in which they were found. Any labor costs for cleanup due to unreasonable conditions following your event will be charged to your group in addition to the fee for use of the facility.
7. Building curfew in the evening is 9:00 p.m., or at such time as set by the Leadership Board.
8. When extensive use of the main kitchen is involved, a fee of \$50 in addition to the room/hall charge shall be applied. Food preparation must be handled on the day of the event. It is the responsibility

of the group to operate, and operate safely, the kitchen facilities. Desired use of the kitchen must be indicated on the application form. All kitchen appliances, dishes, and utensils must be washed and put away at the end of the event.

9. Groups must pay for all damages to furnishings, floors, equipment and the like resulting from their usage, including that caused by their guests. Damages and loss of property sustained by Mt Zion as a result of a group's event will be billed to the group, subject to immediate payment.
10. Special decorations are permitted only if no damage will occur to walls, woodwork, floors or ceilings and only if decorations are removed immediately after the activity is concluded. Access to the facility for decorating purposes will only be made available on the day of the event.
11. Fees must be paid at least one week prior to the event.
12. Groups are solely responsible for any and all articles of value used or left unattended while at Mt Zion. Mt Zion assumes no responsibility for any lost, stolen or damaged personal items brought onto the premises.
13. Groups may not use the premises for any unlawful or commercial purposes.
14. Notwithstanding an approved application, Mt Zion does not relinquish its control of its facilities or grounds to the applicant group. Mt Zion reserves the right to require a group, or any of its participants, to leave the premises if Mt Zion feels such an action is warranted.
15. No pets or other animals are allowed on the premises (with the exception of service animals).
16. Applicant groups are required to furnish in advance a certificate of insurance indicating coverage for bodily injury and property damage liability. A copy of the group's insurance policy along with a certificate naming Mt Zion as an additional insured must be provided to the church office at least seven days prior to the event. Failure to comply with this stipulation may result in cancellation of the event at the sole discretion of Mt Zion.
17. Applicant group agrees to take responsibility for and supervise the actions of their guests, volunteers, and/or members while on Mt Zion property.

RESERVATION PROCEDURE

A request should be made by telephone (414-258-0456), email (mzparishadmin@wi.twcbc.com), or in person at the church office to determine if the desired date and space are available. The office will then furnish an application form which should be prepared and returned giving all information needed for proper planning and room reservations. Simple single-day reservations may be approved by church staff, but multi-day reservations (or single-day reservations with complications) will be presented to the Leadership Board for approval at its next monthly meeting. If approved, a signed copy of the application will be returned to the applicant confirming the reservation and the total fees.

POLICY ON WEDDINGS

Please see the separate Mt Zion Wedding Guide for more information. All scheduling and detailed arrangements must be done through the pastor and the church office.

**Please call the parish administrator at the church office at 414-258-0456
if you have any further questions regarding use of Mt Zion facilities.**

Note: Mt Zion has no control over unplanned events (funerals, disruption of utility services, fire or water damage, or any other cause beyond the control of Mt Zion). This may cause us to relocate or cancel your event with short notice. The applicant group agrees to indemnify and hold harmless Mt Zion from and against any and all claims and damages directly or indirectly arising out of such relocation or cancellation.



APPLICATION FOR USE OF FACILITIES OR GROUNDS OF

Mt Zion Lutheran Church
12012 W North Ave
Wauwatosa, WI 53226

Name of event _____

Purpose of event _____

Name of applicant/organization _____

Address/city/state/zip _____

E-mail address _____ Phone _____

Date(s) desired _____ once weekly monthly

Time from: _____ to: _____ (include set up and clean up time for decorations and kitchen use)

Name of contact person _____ Phone _____

Facilities/Equipment Desired:

Room(s) (see list on next page) _____

Chairs/tables (number) _____

Kitchen/kitchenette needs _____

Musical/AV equipment needs _____

Food/Drink Plans:

Will there be food served? _____

Will there be drink served? _____

Will there be refrigeration needs and for how long? _____

Attendance:

Approximate number of people attending event? _____

Names of any Mt Zion members involved with the group? _____

Open to whom? Private (your members only) Mt Zion (our members also) Public

If Mt Zion and/or Public are invited, may we help publicize it? Yes No

If yes, provide a link to any online information (such as event, website, registration, tickets):

Other Needs:

Set up and take down _____

Custodial assistance _____

Open/close person _____

Other equipment needs _____

Special needs of group _____

Insurance:

Name of insurer _____

Certificate of insurance provided? Yes No

Fee Schedule

Effective August 1, 2019

Gathering Space (incl kitchenette)	capacity 100	\$ 100 / hour
Fellowship Hall (may incl kitchen)	capacity 200	\$ 50 / hour
Main Kitchen (if extensive)		\$ 50 / use
Hearth Room (incl kitchenette)	capacity 25	\$ 25 / hour
Upper Room	capacity 50	\$ 40 / hour
Conference Room	capacity 16	\$ 20 / hour
Classrooms	capacity 20	\$ 15 / hour
Sanctuary	capacity 400	\$ 100 / hour
Piano		\$ 15 / hour
Advertisement on LED sign		\$ 25 / day
AV equipment		\$ 20 / use
Storage (if available)		\$ 10 / sq ft / year
Custodian expense (if needed to open/close)		\$ 50 / event
(if needed for set-up/clean-up)		\$ 50 / hour

Total fee due: _____ (make check payable to Mt Zion Lutheran Church)

Notes regarding fee calculation: _____

Name of person responsible _____
 Address/city/state/zip _____
 E-mail address _____ Phone _____

If application is approved, you will receive a copy of this agreement with any further instructions as to use, opening and closing the building, etc. All terms of the accompanying "Policy Governing Use of Facilities and Grounds" are incorporated herein by reference.

Hold harmless and indemnification:

In consideration for use of space at Mt Zion English Evangelical Lutheran Church (hereafter "Mt Zion") and payment listed above, (identify user/group) _____ (hereafter "Applicant") agrees to hold harmless and indemnify Mt Zion, its officers, employees, agents, and members from any and all liability, including claims, demands, losses, costs, damages, and expenses of every kind and description (including death), or damages to persons or property arising out of or in connection with or occurring during the use of the space by Applicant and Applicant's officers, employees, agents, members, and participants, except to the extent that such loss, claim, damage or liability is founded upon or grows out of the acts or omissions of any of the officers, employees or agents of Mt Zion while acting within the scope of their employment or agency.

 Signature of Applicant Date

 Mt Zion Approval Date