

ZION LUTHERAN CHURCH
702 RAFF ROAD SW • CANTON, OH 44710
330.477.6731 • (FAX) 330.477.1194
info@zioncanton.org

| | |
|------------|--------------------------|
| MEMBER | <input type="checkbox"/> |
| NON-MEMBER | <input type="checkbox"/> |

REQUEST FOR BUILDING USE

Event _____

Date/Dates Requested _____

Time (include set-up/clean-up) _____

Person/s responsible for set-up/clean-up Name _____

Address _____

Phone Number _____

Facility needed (please circle all that applies)—Classroom, Community Room, Fellowship Hall, Gathering Space, Parlor, Kitchen (cooking—non-cooking), Parking Lot Only

Special equipment needs—tables, chairs (size and number), audio visual

Zion Lutheran is not responsible for accidents or injury that may occur on church property.

I/WE HAVE BEEN PROVIDED WITH AND READ THE RULES AND REGULATIONS FOR THE USAGE OF THE PROPERTY OF ZION LUTHERAN CHURCH, HAVE COMPLETED THE REQUEST FOR BUILDING USE FORM AND AGREE TO ALL.

Signature/date _____

Office Use Only

Person requesting event _____ Event date _____ Time _____

Description of Event _____ Facilities needed _____

Request approved by _____ Date _____

Placed on activity calendar (date) ____ Appropriate person/s notified* (date) ____ (Pastor, janitor)

Fee charged _____ Non-refundable deposit _____ Date paid _____

Final balance _____ Balance due date _____ Balance paid date _____

Refundable security deposit, \$100 Cash Check (Check number: _____) Returned: _____

ZION LUTHERAN CHURCH – PROPERTY USE POLICY
Members and Non-members

Zion Lutheran Church desires to reach out to our neighbors and promote a sense of community involvement. As part of this involvement, we will make our facilities available to members and non-members, individuals and groups at times that do not conflict with services of worship or other congregational activities. All use of the church and its grounds will conform to the General Building Policy and be approved by the Church Council (except a funeral).

Any individual or group using the building is responsible for the building and for anyone they let into the building.

ROOM RENTAL FEES: (Up to four hours)

| | |
|-------------------|----------------------------|
| Fellowship Hall | \$300.00 (seats up to 300) |
| Community Room | \$100.00 (seats up to 100) |
| Classroom | \$ 75.00 |
| Parlor | \$ 75.00 |
| Gathering Space | \$ 50.00 |
| Alcohol fees | \$ 10.00 per hour |
| Additional hour/s | \$ 30.00 per hour |

CUSTODIAL FEE: (Members/Non-Members—Catered/Non-Catered)
\$ 60.00

REFUNDABLE DEPOSIT: (Members/Non-Members – Catered/Non-Catered)
\$100.00 due in addition to your non-refundable deposit.

- A non-refundable deposit of half down the price of each area rented is required and due upon scheduling the event. The balance is due no later than one business day before the event. In addition, a refundable deposit of \$100 is due upon scheduling, either in the form of a separate cash or check payment (for ease of returning to you after the event). This payment will be refunded after your event if the facility is clean, the building is undamaged and all written policies have been followed.
- Other requests to use the outside of the facility for the formation of parades or other community events will be free of charge and requires council approval.
- Active members of Zion will receive a 10% discount from their rental fee.
- Hall rental is free of charge if using Zion’s catering service for your event. However, there is a custodial fee of \$60.00.
- Only beer, wine and champagne are permitted. You will be responsible for securing and paying for police duty (required by the city) if offering any or all of these alcoholic beverages at your event. Please check the appropriate box:
I am serving alcoholic beverages I am not serving alcoholic beverages
Reminder, there is a \$10/hour fee for serving alcohol.
- Kitchen privileges are limited to the use of the refrigerator, stove, microwave, sink and counter areas for the preparation and serving of food and beverages. It does not include the use of dishes, coffee pots, utensils and food or paper products which are the property of Zion Lutheran Church.
- Only scotch tape, masking tape or sticky-tac can be used to secure decorations to any Zion property (ie. walls, tables, chairs, etc.). Duct tape, staples, tacks, nails and ceiling decorations are not permitted.
- The stage area in Fellowship Hall may be used for a band, DJ or bridal party table only. Children are not permitted to use the stage as a play area.
- You and your guests are not permitted to use areas of the building that are not being rented, other than restrooms. Please ask your guests to remain in your rented space. The church will have an employee on the premise during your event to monitor the halls as a way to help you do this.
- Zion Lutheran Church and Little Angels Preschool is a non-smoking facility, in appliance with Ohio Law. Please go out to the public sidewalk to smoke.