

**Mt. Zion Baptist Church**  
**220 N Watterson St.**  
**Kings Mountain, NC 28086**  
**(Office): 704-739-8354 (Fax): 704-739-0540**  
**Facility Rental Policy**

- The renter and person completing the rental agreement form must be at least 21 years of age.
- The renter must pay the \$100.00 Security Deposit when booking to reserve the facility. *Mt. Zion does not rent our facility for profit-making events.*
- The renter must pay a Security Deposit to reserve a date on the calendar. The Security Deposit amount of \$100.00 is refundable only after completion of the post-event inspection on the next business day after the rental. When approved, Mt. Zion will mail the refund check to the address provided by the client on the rental application.
- **\*\* Cancellation of a reservation will result in the forfeiture of the Security Deposit. \*\***
- The balance of the rental fee is due five business days before the event. Failure to pay the full rental fee may result in the cancellation of the event.
- The scheduled rental is set for a total of 5 hours. If additional hours are needed, there will be an additional fee of \$50.00 per hour. Please confirm the need for an extended time before your scheduled event.
- For all rentals, the building must be cleaned and vacated by Midnight. Failure to do so may result in loss of deposit.
- A staffing fee of \$12.00 per hour is a part of the rental agreement.
- The renter must provide its own audio/visual systems or projectors.
- The renter is responsible for bringing all products needed for their scheduled event (tablecloths, paper products, utensils, etc.). The renter must also provide its own "Steno" food warmers. The renter may use the refrigerator, ice maker, and electric food warmer. **Please do not change the temperature setting of the Electric Food Warmer!**
- The Stove and Deep Fryer are not a part of the rental. We do not allow the use of the pantry.
- Kitchen use is restricted to the preparation of beverages and the serving of prepared foods.

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- The Renter is responsible for all facility cleanup at the end of the event, including bagging and removing all trash generated by the event, wiping tables, sweeping floors, and mopping where necessary.
- Do not leave food in the sink or the facility. **DO NOT POUR GREASE IN THE SINK AS IT WILL CLOG THE SINK DRAIN.** Likewise, do not pour grease on the ground outside; instead, put any oil/grease in a sealed container and place it in the outside dumpster.  
The renter shall not remove, relocate, or take church property outside the facility.
- *The renter's signature confirms that they WILL NOT hold Mt. Zion Baptist Church responsible for any accidents or incidents on the property before, after, or during your scheduled event.*
- Alcoholic beverages, Controlled Substances, and Recreational Drugs are not allowed in the building or on the property. We ask that the renter do not permit anyone under the influence of drugs or alcohol on the premises.
- Smoking, vaping, or the use of any tobacco products is not allowed in any part of the building or on the premises. We have a smoke-free campus. Any of the actions mentioned above will result in loss of Security Deposit and possible immediate eviction.
- NON-SUFFICIENT FUNDS: A fee of \$40 will be deducted from the rental deposit for any check that is returned from the bank as unpaid.
- \*\* The renter is financially responsible for all damages to Mt. Zion Baptist Church Facilities and its personal property that may occur during the rental and scheduled event.\*\*
- \*\*The rental scheduled is for (5) hours. There is an additional fee of \$50 per hour for up to 4 additional hours. Confirm any extended time before your scheduled event. All events must end by midnight. Your rental time should include setting up and cleaning up afterward. The renter is solely responsible for cleaning up after their event. This service is not provided by the church.

"I HAVE REVIEWED THE MT. ZION BAPTIST CHURCH RENTAL POLICY  
AND AGREE TO FOLLOW ALL GUIDELINES STATED IN THIS CONTRACT."

Applicant

Signature \_\_\_\_\_, Date: \_\_\_\_\_

Church Representative

Signature \_\_\_\_\_, Date \_\_\_\_\_

**MT. ZION BAPTIST CHURCH**  
**Church and FLC Rental Fees**

**FEES:** (Use checkboxes)

- FLC & Kitchen (food prep only) for non-members and inactive members, \$500.00 plus \$12.00 per hour for staff.
- FLC & Kitchen (food prep only) for actively participating members, \$350.00 plus \$12.00 per hour for staff.
- Wedding: Two-Day use of Sanctuary & FLC for non-members and inactive members, \$850.00. Rental includes (Rehearsal, Decorating, Wedding Ceremony, and Dinner), plus \$12.00 per hour for staff.
- Wedding: For actively participating members, the use of the Sanctuary for the Wedding Ceremony is free. There is an FLC fee of \$350.00 for the rehearsal dinner. Sanctuary use is for 2-days, FLC is for one day, plus \$12.00 per hour for staff. Rental includes Rehearsal, Decorating, Wedding Ceremony, and Dinner.
- Wedding Only (Sanctuary use Only) for non-members and inactive members \$650.00. Rental includes Rehearsal, Decorating, and the Wedding Ceremony.
- Wedding Only, Two-Day use of Sanctuary is free for actively participating, members. Rental includes Rehearsal, Decorating, and Wedding Ceremony.
- Funeral (Sanctuary & FLC) is free for actively participating, members.
- Funeral (Sanctuary Only) for non or inactive members, \$150.00
- Funeral (Sanctuary & FLC) for non or inactive members, \$350.00.  
*Note: All funerals and memorials will be held in the church sanctuary.*
- Two Classrooms Only for non-members and inactive members, \$100.00.
- Two Classroom Only for actively participating, members, \$75.00.

Number of Tables Needed: \_\_\_\_\_

Number of Chairs Needed: \_\_\_\_\_

Total Cost	Deposit/Date	Total Paid/Date	Balance Due/Date

# Rental Application

Renter Name: \_\_\_\_\_

Name of person completing form, if different: \_\_\_\_\_

Renter Mailing Address: \_\_\_\_\_

City; \_\_\_\_\_, State: \_\_\_\_\_, Zip: \_\_\_\_\_

Phone Number: Cell \_\_\_\_\_ Secondary Number: \_\_\_\_\_

Name of Organization: (If applicable) \_\_\_\_\_

Description of Event: \_\_\_\_\_

Contact Person: \_\_\_\_\_, Phone: \_\_\_\_\_

Event Date(s): \_\_\_\_\_

Event Time: \_\_\_\_\_

What Time does the building need to be opened? \_\_\_\_\_

**Estimated number in attendance: \_\_\_\_\_**

**(Maximum Occupancy is 300)**

**A security deposit of \$100.00 is due at the time of booking to reserve the requested date(s).**

**Applicant Signature: \_\_\_\_\_, Date: \_\_\_\_\_**

## OFFICIAL USE ONLY:

**Approved by: \_\_\_\_\_, Date: \_\_\_\_\_**

**Security Deposit Received by: Check: \_\_\_\_\_ Cash: \_\_\_\_\_**