

Mount Zion United Methodist Church
Building Use Application - Recurring Event Addendum

SECTION 1: Event Information

Event: Group Name _____ Building Use Group _____

Is this event for Youth and/or Children: Yes / No (If yes, please also complete Section 2)

Type/Name of Event _____ Key Required Yes / No

Resources Requested _____

Start Date _____ End Date _____ Frequency: Monthly Weekly
Other

(If dates requested do not follow a set schedule, select 'other' and attach a separate listing of dates requested)

Day: Sun Mon Tue Wed Thu Fri Sat If monthly, select week: First Second Third Fourth Fifth

Event Time: From _____ To _____ Reserve Time: From _____ To _____

Exceptions _____

(Known dates during requested time period when event will not occur: e.g., holidays, schools out, etc.)

_____ I understand occasions arise when Mount Zion facilities, which have been assigned for use by community organizations, are needed for Mount Zion purposes. If it becomes necessary for the Mount Zion to preempt the use of the facility for a certain period of time, Mount Zion will notify the organization as soon as possible.

SECTION 2: Special requirements for events where youth and/or children are present

_____ I acknowledge that two unrelated, screened, adults must be present at all times.

_____ I understand that each adult in a leadership role for this event is required to complete and turn in Mount Zion's Sexual Misconduct Questionnaire.

_____ I understand that in order to receive approval for this event, at least one leader for this event must have passed a background check in the past two years. Upon request, a copy of that background check must be made available to Mount Zion. If our organization is unable or unwilling to provide Mount Zion with a copy of the background check, Mount Zion will require its own background check (at the organization's expense) and that approval for the event will be held pending results.

I have read and agree to abide by Mount Zion's Safe Sanctuaries Policy (see back). By including my email address here, I understand that, when approved, an event confirmation will be emailed to me. I agree to pay any fees that are required as stated in the Building Use Agreement and understand that the event will not be confirmed until payment is received.

Name _____ Phone _____

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Email address _____ Cell Phone _____

Signature _____ Date _____

Completed form may be sent as an attachment to office@mtzionhighland or dropped off at the church office.

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