

# Fellowship Building Use Policy

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## MISSION STATEMENT

The Fellowship Building of Zion Baptist Church is to be used for worship, fellowship, celebrations, and teaching and for the proclamation of Christ.

The Fellowship Building is for use by members of Zion Baptist Church and their guests and for use by outside groups as scheduling allows and per the following policy and guidelines.

## GENERAL

1. **Scheduled church activities always take priority.**
2. **Sundays are reserved for church functions only. The building will not be rented on Sunday.**
3. There is a rental fee of \$50.00 for non-church events for church members. In addition to the rental fee there will be a \$50.00 security deposit that is refundable if the building is satisfactorily clean upon inspection by the FB Hostess. Please make a separate check for the deposit so that it can be returned once everything is found to be satisfactory. Additional charges may be incurred if damage is found.
4. The Fellowship Building will be open to non-members for a rental fee of \$150.00 plus a \$50.00 security deposit that is refundable if the building is satisfactorily clean upon inspection by the FB Hostess. Please make a separate check for the deposit so that it can be returned once everything is found to be satisfactory. Additional charges may be incurred if damage is found.
5. **Reservations are not confirmed and not added to the church calendar until the Reservation Form and all applicable fees are received.** All fees are payable to Zion Baptist Church.
6. Whenever the Fellowship Building is reserved or rented, the person that reserves or rents the facility must be at least 21 years old and must be present when the building is in use. This person will be considered the responsible party and will be in charge of the building, furnishings and his or her group and for completing the fellowship building reservation form.
7. The responsible party is authorized by the church to revoke participation privileges and direct a person to leave for any of the following reasons: use of profane language, misconduct, defacing property or failure to comply with this policy.
8. This facility is smoke-free; the use of tobacco products is prohibited in the building and on the grounds.
9. Alcohol, drugs and weapons are not allowed anywhere on the church grounds.
10. When the building is in use, the front parking lot is reserved for the Fellowship Building use only.
11. Animals are prohibited in the Fellowship Building. Exceptions would be a guide dog.
12. Decorations cannot be attached to the walls or ceilings by tape, staples, nails, sticky tack or any other adhesive.
13. Food and drinks cannot be taken into the carpeted area at any time.
14. Clean-up is the responsibility of the person who is listed as the responsible party or the person who reserved the building. The FB Hostess will go over the list of things that will need to be completed. (A list will be provided at the time of your reservation.)
15. No furniture or other items may be removed from the building. All furniture must be returned to its original location.

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16. No fee will be charged for “church sponsored” events. (Examples: Joy Club, Circle Meetings, Sunday School Class functions, Choir events, Bible Studies, events sponsored by the Shower and Benevolence committees, etc.) A reservation form is required in advance and clean-up will be the responsibility of the user/group. Church organization leaders can schedule standing times for use of the facility by their group for a regular time each month by filling out one reservation form for the year.
  17. Due to fire code there is a limit of 50 guests in the building at all times. This would not count if the event is a drop-in as with showers; all guests do not attend at the same time for this type event. Other events such as luncheons, family celebrations, wedding events, etc. would be limited to the 50 person maximum.
  18. If the kitchen is to be used, the responsible party is to meet with the FB Hostess prior to the event to make sure he/she understands the use of the kitchen.
  19. Church members cannot schedule the use of the building for non-members. The church reserves the right to refuse use of the facility to any group, even if they meet the guidelines herein set forth.
  20. No for-profit activities can be scheduled in the Fellowship Building (Examples: Tupperware, Jewelry, Make-up Parties, etc.)
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The building can be reserved by filling out a **Fellowship Building Reservation Form** and submitting it to the church secretary or to one of the FB Hostesses.

The complete **FB Reservation Packet including a Reservation Form** is available on-line through the church website ([zbcshelby.org](http://zbcshelby.org)), in the designated wall pocket across from the elevator on the second floor, in the church office, and in the Fellowship Building.

If you need further assistance, or have additional questions concerning the Fellowship Building and its use, please contact one of the FB Hostesses listed below or call the Church Office.

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Barbee, Janice	704-473-3012
Boatwright, Betsy	704-300-2351
Clark, Sherrie	704-473-7095
Dixon, Brenda	704-477-0390
Sharpe, Joan	704-419-3505
 Church Office	 704-487-8216