Zebulon Baptist Church
Facilities Use Policy

All facilities are to be scheduled through the church office. The office staff may need to confirm availability for some rooms with other staff members. The event is considered tentative until the appropriate form has been completed and reviewed by office staff or church representative.

- All facilities must be reserved with a **Facilities Use Request Form** no less than 30 days prior to scheduled use to ensure room setup. **This does not include facilities for funeral use.**
- **No smoking inside any building**. Smoking is allowed in outside areas designated with ash can.
- **No alcoholic beverages** are permitted on any location of the church campus at any time. This includes the parking lots, grounds, and all buildings.
- The person reserving the facilities is responsible for any damage, thefts or additional cleaning.
- No decorations may be used on the walls or ceilings. All decorations must be removed immediately after the event.
- Group may not occupy the reserved space more than 2 hours prior to the scheduled event without prior approval agreed upon with the Facilities Use Committee. *(this does not apply to weddings/wedding events)*
- Groups that are not a program of ZBC may not post any literature, information or any other visual expressions on walls, classrooms or hallways.
- If any furniture is moved, it must be moved back to its original place. No furniture, fixtures, tables or chairs may be moved from the church property for individual use.
- There should be no unsupervised children or youth on the campus during the event.
- Individual use for milestone birthdays or anniversaries as defined below.
  - Honoree or one of the hosts must be a member of ZBC.
  - Space cannot be reserved more than *90* days in advance of the event.
  - Parties must end no later than 10pm

- Priorities for use:
  1. Church programming (Sunday and Wednesday regular programming, special services)
  2. Church sponsored programs/events (Sunday School classes, meetings, Scouts)
  3. Weddings and Funerals (members vs. non-members)
  4. Other non-profit organizations
  5. Individual use as follows: Milestone Wedding Anniversary celebrations (such as 25th, 50th), and milestone birthdays beginning at 65 years of age, followed by 5-year increments.

- The Executive Committee will review non-profit and sister church related requests as required to confirm consistency with Core Values and that such requests are in the best interest of the church body. The Executive Committee will also review special requests for individual use where there are extenuating circumstances.

- The facilities may **NOT** be used for "for-profit" groups or events.

- The following areas are available for reservation:
  - Building A: Sanctuary, Classrooms, Parlor
  - Building B: Classrooms, Blue Room
  - Building D: Classrooms, Fellowship Hall

Occupancy Limits:
- Sanctuary: 584 (includes choir loft and balcony)
- Parlor: 30
- Fellowship Hall: 273 with tables/chairs; 585 with chairs only. If groups have chairs only exceeding 200, chairs must be linked together in groups of 3
- Blue Room: 96 with tables/chairs; 200 with chairs only.

_____ (Requestor Initials) _____ (ZBC Reviewer Initials)