

FAITH A. M. E. ZION CHURCH
38 Hamilton E. Holmes Drive,NW
Atlanta, Georgia 30311
404/691-4075
404/699-7471 FAX

BUILDING USE POLICY

FAMEZ is pleased to be able to offer the use of its historic building.

The following guidelines have been established to ensure the well-being of the building and those who use it.

Please read them carefully.

RESERVATION AND FEE INFORMATION:

Anyone, including members, who wish to use church space, must fill out a “Building Use Application”. The form must be submitted to the church office no less than one month prior to the anticipated usage. A response to the request will be made within two (2) business days.

As a privilege of membership, FAMEZ members may use the space for a donation only, unless an entrance fee/donation is charged and the event is not a fund raiser for charity.

If an entrance fee is charged for the event a General Liability Insurance Certificate must be obtained of at least \$1,000,000 in which the Faith African Methodist Episcopal Zion Church is listed as “additional insured” party. You must provide the church office with a Certificate of Insurance prior to the event. Doors will not be opened if the office does not receive the certification.

In order to secure the space, users must deposit half the required fee with the application. Final payment must be received on or before the date of the use of the facilities. The form must be submitted to the church office no later than one month before the event.

FAMEZ reserves the right to rescind or reassign the reserved space should it be needed for a memorial service or reception.

Checks shall be made payable to Faith A. M. E. Zion Church, and either dropped off at, or mailed to Faith A.M. E. Zion Church, 38 Hamilton E. Holmes Drive, NW, Atlanta, Georgia 30311.

REFUNDS:

In the event of cancellation refunds will be made as follows:

- **3 months prior to church use, full refund**
- **Less than 3 months to 1 month prior, 50%**
- **Less than 1 month prior, no refund**

The person who signs the request form is responsible for ensuring that the following conditions are met:

- **Smoking is not permitted in the church building**
- **No food or beverages allowed in the Sanctuary**
- **All persons using the kitchen facilities must comply with all posted safety rules**
- **Alcohol may not be served or drunk anywhere on the premises**
- **Storage is not available for non-church uses**
- **All furniture/equipment used must be restored to its original location, lights must be turned off and doors locked**
- **Any damage must be reported immediately to the church office. Cost of repair will be the responsibility of the person who signed the building use application**
- **Non-church members may not use office equipment, including the telephone**
- **Children must be supervised at all times. Toys and materials are not available for use**
- **The church building and properties must be treated with respect and left clean and orderly.**

SPACE/FACILITIES AVAILABLE:

Sanctuary

This space will seat 500 people. The sound system is available but must be reserved ahead of time. The Music Director must approve use of the piano, electronic piano and organ. The pulpit/rostrum/podium must not be moved under any circumstance.

Fellowship Hall

Capacity is approximately 150. Tables and chairs are available. This space may be rented with or without the kitchen. All equipment must be used in compliance with the posted operating instructions/rules. The space must be clean and trash bagged and removed.

FEES:

Meeting Rooms (per Hour)

Church Member	\$25
Non-profit Organization	\$50
For-profit Organization	\$100

Sanctuary (per 2 hour event)

Church Member	\$100
Non-profit Organization	\$200
For-profit Organization	\$400

Large Meeting Room (per 2 hour event)

Church Member	\$75
Non-profit Organization	\$150
For-profit Organization	\$300

Extended/Repeated Use will be Negotiated.

**FAITH AME ZION CHURCH
Use Authorization Form
(Required)**

I _____ **request authorization to
use the facilities of Faith A. M. E. Zion Church.**

Date _____ **Time** _____ **to** _____

Purpose: _____

The request is for the use of

- **Sanctuary** ()
- **Education Building Meeting Room(s)** ()
- **Entire Facilities** ()

Usage fee assessed _____

Date submitted _____

**Certificate of Liability (if applicable) to be presented not later
than** _____

Approved by _____
Trustee Chairman or Designee