



**Mount Zion Baptist Church**  
**901 South Westover Boulevard**  
**Albany, Georgia 31721**  
**(229) 432.6837**

**APPLICATION FOR USE OF CHURCH FACILITY**

**IMPORTANT: PLEASE COMPLETE THE FORM IN ITS ENTIRETY.**

This form should be **COMPLETED** and approved (7) business days prior to event. The Business Manager will distribute to the following departments after the form is approved in its entirety: Facilities Manager and Media Ministry

Today's Date: \_\_\_\_\_

Name of Organization or Individual(s) \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Home Telephone # \_\_\_\_\_ Alternate Telephone # \_\_\_\_\_

E-mail \_\_\_\_\_

Intended Use \_\_\_\_\_ Estimated # of Attendance \_\_\_\_\_

Event Date: \_\_\_\_\_

Event Set-up Time: \_\_\_\_\_ Event Start Time: \_\_\_\_\_ Event End Time: \_\_\_\_\_

**TERMS OF AGREEMENT**

- 1. All events must be approved at least 7 business days (not inclusive of weekends)**
2. You must leave the building, parking area and other facilities neat, clean, and orderly and agree to pay a **\$100.00 minimum** cleaning/set-up fee for the building and/or parking area.

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Business Manager Signature \_\_\_\_\_ Date \_\_\_\_\_

**FOR OFFICE USE ONLY**

**Room Assignment** \_\_\_\_\_