

*The New Mount Zion Missionary Baptist Church of  
Tampa, Florida Incorporated  
2511 E. Columbus Drive  
Tampa, FL 33605*

New Mt. Zion M.B. Church



## **CHURCH RENTAL GUIDELINES**

*Reverend Walter J. Williams Family Life Center & Sanctuary*

### Fees & Guidelines for Members

<b>Funerals</b>	\$0
<b>Weddings</b>	\$75
<b>Life Center</b>	\$250
<b>Life Center 2-day Use</b>	\$300
<b>Other Member Event</b>	\$250
<b>Life Center Business Use (Non-Profit Only)</b>	\$350
<b>Video</b>	\$80
<b>Audio Overage Per/Hour</b>	\$15
<b>Staff Security</b>	\$55

“**MEMBERS**” are active members as determined by the Church bylaws regarding attendance and stewardship, using records maintained by the church finance committee. “**FAMILY**” means the member or immediate family member (mother, father, husband, wife, brother, sister, son, daughter, grandmother or grandfather) of a member.

**FUNERALS:** For active members of the church, there is no fee for the use of the Sanctuary and Family Life Center. The church will cover the cost of food up to \$400 for active members only. If the deceased is an immediate family member, the family is responsible for the cost of repast.

**WEDDINGS:** Members are entitled to use the Sanctuary for a fee of \$75 (includes audio and clean-up fee). Church usage includes one (1) wedding rehearsal. Use of Life Center is additional for rehearsal dinner. Security is required per fee schedule above.

**OTHER MEMBER EVENTS:** Includes baby showers, birthday parties sponsored by an active member for immediate family only. The usage fee for the Family Life Center includes setup, breakdown, and cleanup. Use will be limited to four (4) hours. Events that exceed 4 hours will bill overage rate. No event will continue past 11:00 pm. The 2-day rental fee includes two (4) hour days. Security is required per fee schedule above.

**LIFE CENTER BUSINESS USE (Non-Profit):** Includes use of Life Center for Non-Profit Business Community Events such as seminars, workshops, luncheons or dinners.

**Fees & Guidelines Non-Members**

<b>Funerals</b>	\$350
<b>Weddings</b>	\$350
<b>Business Use Non-Profit</b>	\$500
<b>Life Center Overage</b>	\$100 P/Hour
<b>Audio or Video Only</b>	\$80
<b>Audio&amp; Video</b>	\$120
<b>Audio &amp; Video Overage</b>	\$15 P/Hour
<b>Other Events</b>	\$350
<b>Business Use-For Profit</b>	\$600

**FUNERALS:** Non-Member funerals must have an association with an active member. Security is included. Audio and Video fees are additional.

**WEDDINGS:** Non-Members may use the Church Sanctuary for weddings and Family Life Center for a reception at the rates listed above. Security is included. Audio fees are additional. A \$100 deposit is required within 10 days of rental request and applies to the total rental.

**OTHER EVENTS:** Includes baby showers, birthday parties or (501 3C) company Community events sponsored by a non-member. The fee of \$350 includes setup, breakdown, cleanup, and security. Use will be limited to four (4) hours. Events that exceed 4 hours will bill overage rate. No event will continue past 11:00 pm.

**BUSINESS EVENTS:** Includes use of Life Center for Business “*For Profit*” Events such as seminars, workshops, luncheons or dinners. The fee of \$600 includes setup, breakdown, cleanup, and security. Use will be limited to four (4) hours. Events that exceed 4 hours will bill overage rate. No event will continue past 11:00 pm. A \$200 deposit is required within 10 days of rental request and applies to the total rental.

**SPECIAL REQUEST - SANCTUARY RENTAL  
MEMBERS & NON-MEMBERS**

All request for rental/use of New Mt. Zion's Church Sanctuary for **Concerts, Rehearsals or Special Programs** requires approval by the Board of Deacons. This approving body meets once a month on the first Tuesday to review submitted request.

A detailed outline of the purpose of the event, date and time requested must be provided in writing to the Event Coordinator for referral. **Ticket sales are prohibited for events held in the church sanctuary.**

**The rental rates as listed as listed below will apply.**

**Fees - Members**

<b>Concerts/Special Programs</b>	\$250
<b>Video</b>	\$80
<b>Audio Overage Per/Hour</b>	\$15
<b>Staff Security</b>	\$50
<b>Rehearsals-See Church Office for Current Pricing</b>	

**Fees - Non-Members**

<b>Audio or Video Only</b>	\$80
<b>Audio&amp; Video</b>	\$120
<b>Audio &amp; Video Overage</b>	\$15 P/Hour
<b>Concerts/Special Programs</b>	\$350
<b>Rehearsals-See Church Office for Current Pricing</b>	

## IMPORTANT RENTAL INFORMATION

**ALL events must be scheduled through the Event Coordinator. Approving an event and date with the Pastor is not a confirmation of your event on the Church Calendar.**

**The Pastor must be notified of all outside eulogist and persons performing any ceremonies excluding weddings.** Financial arrangements for eulogist and ceremonies will be the responsibility of the parties involved.

There will be no fee for events scheduled by Church Auxiliaries. A member of Culinary Ministry must be on site for use of the kitchen. Auxiliaries are expected to clean after their event.

All events must make clear their needs, such as audio, video, seating arrangements etc. within 10 days of the event. Use of the church's table linen is \$10 per table payable prior to the event.

**No decorations, signs, or pictures shall be mounted to any wall surfaces.** Secular music is not allowed, and if unsure confirm with Event Coordinator for approval.

**Access to the kitchen is strictly prohibited for Non-Member Rentals.**

Outside catering is allowed per liability waiver as follows:

Renter will be liable for any physical damages, legal actions, and/or loss of reputation or business opportunities that Owner may incur as a consequence of the actions of Renter or any of Renter's guests while Renter is in control of the venue, and shall indemnify and hold harmless the Owner against any and all legal actions which may arise from Renter's use of the venue. Ice is available to all renters.

All fees must be received (10) days in advance of the event. A \$35 Fee for returned checks will be responsibility of payee. **EVENTS NOT PAID BY THE DUE DATE MAY BE CANCELLED.**

Members' funerals take precedence on Saturday events. Caution should be used when scheduling events in the WJW Family Life Center between 9am and 3pm on Saturdays to avoid potential conflicts with funerals.

The New Mt. Zion M.B. Church is neither responsible nor liable for personal items left at the church or on church property.

The New Mt. Zion Sanctuary and the WJW Family Life Center must be respected at all times in a manner consistent with Biblical principles and Baptist doctrine.

The New Mt. Zion Missionary Baptist Church reserves the right to change or modify these guidelines anytime without prior notice.

**IMPORTANT NOTE:**

A **One-Day Event Liability Policy** is now required on ALL NMZ Sanctuary or Life Center Rentals. You may contact your home insurance policy provider for this type of coverage. In addition you may visit [www.theeventhelper.com](http://www.theeventhelper.com) for information on a Special Event Policy they offer. Please add New Mt. Zion MB Church as an additional insured on the policy. A copy of the Insurance certificate is required for proof of insurance.

New Mt. Zion M.B. Church



*Jackie Jones*

**EVENT COORDINATOR**

PHONE: (813) 248-8101 EXT. 1

FAX: (813) 440-2125

EMAIL: [info@nmztampa.com](mailto:info@nmztampa.com)

WEBSITE: [www.nmztampa.com](http://www.nmztampa.com)

You may request a rental reservation by phone, fax, email,  
NMZ Community APP, or online.