



Mount Zion Apostolic Church of Canada

6810 Professional Court, Mississauga ON L4V-1X6

Tel: 905-677-8389 Email: mzaccanada@gmail.com Website: www.mzaccanada.com

Facility Rental Policy

Part I Facility Rental Policy Overview

Policy Purpose: To ensure that Mount Zion Apostolic Church (MZAC) facilities are well managed and used in ways which both glorify Jesus Christ and are consistent with our guiding values.

MZAC is committed to being an active member of the community in support of community events. Because of this, we want to make our facility available to the people not only of our assembly, but also to the community at large. This policy has been put in place to reflect this priority while protecting our own values and beliefs.

This Policy and the fees contained herein have been designed to make our facility as accessible as possible. In our opinion, our rates have been purposely set at or below market value. While we recognize these costs may still be prohibitive to some users, this policy is our best effort to balance our values of accessibility and fairness with obligations as a religious and charitable organization.

MZAC will not charge for the use of its facilities for activities directly related to ministry. In addition no charges will be levied for special fellowship events open to the majority of the members and adherents of MZAC. Subject to availability, MZAC will not charge facility rental fees for members funerals, however fees will be charged for cleaning the facilities before and after each use, technical support as required/requested (ie. sound, lighting, video, musicians, camera).

Additional fees will be charged for costs associated with a reception following the service. All other activities will be subject to the fees listed herein.

All rentals are subject to all terms and conditions hereafter as defined in this policy.

Guidelines and Prioritization of Facility Use

All requests for use of MZAC-Malton facilities will be prioritized and considered in the following order:

1. All MZAC events and activities that are under full authority, control and supervision of its staff or volunteers;
2. Weddings & Funerals (subject to approval of the Lead Pastor or designate of MZAC; all weddings performed on MZAC property shall conform to the biblical definition of marriage between one man and one woman as per MZAC wedding policy. All officiating ministers or marriage commissioners must be approved by the Lead Pastor (or designate) of Mount Zion Apostolic Church.
3. Not-for-profit and other charitable groups with similar purposes who in word and deed align with the charitable purposes of MZAC;
4. Government, private and for-profit groups (who will not sell products or services on site) or individuals whose activities do not contravene the MZAC Statement of Faith and Vision Statement.

Notes: Not-for-profit – may be charitable or not charitable. They exist for the benefit of their members and not generally the public.



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Part II Facility Rental – Contract Terms & Conditions

Persons or groups wishing to utilize MZAC facilities must agree and abide by the following:

1. A signed rental contract for the use of facilities shall be required for all users. This contract shall include conditions of facility use and requirements for supplies and equipment.
2. As required, the Church will arrange for a representative(s) from the Church to oversee general supervision of the event and the operation of the sound and lighting systems. If no representative(s) are available, the facilities and/or resources will not be available.
3. Officiating ministers or marriage commissioners must be a member of MZAC Church pastoral staff or must be approved by the Lead Pastor (or designate) and be in alignment with MZAC guiding values.
4. A damage deposit may be required upon confirmation. All or part of the damage deposit may be withheld in case of damage or misuse of facilities. If damage costs are higher than the deposit – the renter will be responsible for the additional damage.
5. MZAC Church reserves the right to cancel the contract if contract terms are breached. In the event the user cancels the contract within seven days of the designated function, MZAC Church reserves the right to withhold all or portion of the rental deposit. In the event that MZAC requires an “unexpected use” (ie. funeral) of a portion or all facilities rented, MZAC reserves the right to cancel, modify or reschedule the contract.
6. In the event the planned function is cancelled by the renter, any expenses incurred by MZAC shall be paid by the renter.
7. Use of the facility shall be in conformity to the City of Mississauga ordinances on fire, safety, smoking, parking, overcrowding, etc. Hallways, stairwells, foyers, and all entrances must not be blocked at any time. Exterior doors must NOT be propped open at any time. Room capacity rules must be observed.
8. Candles are permitted only if proper care is taken to make sure no wax falls on the floor or other surfaces. Tea-lights and smaller candles may be used only if contained under glass so that the flames do not exceed the top of the container. When using candelabras, drip catchers MUST be used on each candle. MZAC has drip catchers available – must pre-book on rental agreement. Do not move candelabras with the candles lit or when the wax is still in liquid form.
9. Small items such as popcorn, glitter, confetti, etc. are not allowed to be used in the church facilities or on the church property.
10. No tacks, staples or other fasteners are to be used on any furniture, fixtures or other surfaces in the facility. However sticky tack and/or masking tape may be discreetly used for hanging decorations on walls, but MUST be removed immediately after your event.



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11. If used, the kitchen area, including all stove surfaces and ovens shall be cleaned and counters disinfected with materials supplied by MZAC. Floors will be cleaned by custodial staff as part of the contract.
12. No food or beverages are allowed in the sanctuary at any time.
13. No pets or animals are allowed except those aiding persons with disabilities; without prior approval from MZAC.
14. All rooms and other areas of the Church not specified in the rental contract are off limits.
15. If the renter does not meet the requirements in the list above, MZAC staff, at a rate of \$25.00 per hour shall do the clean-up. This amount shall be deducted from (but not limited to) the damage deposit.
16. If children are present when adults are using the facilities, they must be under the proper supervision at all times and confined to the areas rented. Nursery, Toddler rooms must be booked to be used, extra charges will apply.
17. No access to, nor operation of, the Church lighting or sound systems are permitted except by designated MZAC trained personnel, unless prior arrangement has been granted and stated in the rental agreement. Prior arrangement for such persons is required as part of the rental agreement.
18. The Church musical equipment (drums, piano, microphones, etc.) are strictly off limits and shall not be moved from their location unless prior arrangement is made with MZAC.
19. The church computer systems, software and connections to the server are strictly off limits. If Internet connections are required, prior arrangements must be made with MZAC.
20. The photocopiers and fax machine are not available for personal use.
21. Vehicles may park only in designated areas.
22. Table linens will not be supplied by MZAC and must be rented and returned separately at the expense of the renter. (unless otherwise pre-arranged 2 weeks prior to your event)
23. Church Furniture & Equipment (ie. tables, podiums, etc.) must be booked as part of rental contract.
24. Alcohol or illegal drugs shall not be permitted on the Church grounds or in the Church building.
25. MZAC is a 'smoke-free' facility. Smoking of any sort is not permitted within the Church building.
26. The Church building and Church grounds will not be used for dances, bingos or similar events.
27. The Church will not be rented or used for practices of rituals of any secret society or lodge.



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28. Any condition, activity, action or deed contrary to this Facility Rental Policy, MZAC Guiding Values or Contract Terms shall be sufficient cause or reason to disallow or cancel and or evict any renter or guest thereof.
29. Damage incurred by any member of the group attending including third parties (ie caterers) will be the responsibility of the renter.
30. Any renter or organization applicant who falsely represents himself or herself in the rental agreement shall be denied access to the Church facilities or grounds, and this shall be sufficient cause or reason to disallow or cancel/evict any renter or guest thereof. Deposits may be forfeited.
31. It is the responsibility of the renter to supervise those attending the event and insure they are aware of the conditions of this agreement.
32. The renter acknowledges that by signing this contract the renter will be responsible and liable for any injuries, harm, sickness, and or up to and including death of any person(s) arising from the event within the Church building or on the Church grounds including third parties (ie caterers).
33. The renter agrees to defend and indemnify Mount Zion Apostolic of Canada against any loss they may suffer, or any claim, which may be brought against them, resulting from the planned event or under the conditions imposed by this agreement.
34. The renter agrees to provide proof of insurance for the event date with minimum limits of liability coverage of \$2,000,000 and Mount Zion Apostolic Church of Canada (6810 Professional Court, Mississauga ON L4V-1X6) listed as an additional insured or a loss payee, no less than two (2) weeks prior to the event.
35. The leadership of MZAC reserves the right to rent or allow use of these premises only by individuals or groups compatible with MZAC core values and statements and for the purposes which are compatible with MZAC objectives, goals, values and statements.
36. Deposits are due upon signing this agreement and all remaining fees are due 30 days prior to the event. Ongoing rentals will be invoiced monthly payable in advance of the rental date.
37. All pages of this Facility Rental Policy form the basis of the rental agreement.



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Part III Guiding Values

STATEMENT OF FUNDAMENTAL AND ESSENTIAL TRUTHS

Salvation	<ul style="list-style-type: none"> We believe there is one God eternally, existent in three manifestations: Father, Son, and Holy Spirit. We believe regeneration and conversion through faith in Jesus Christ is absolutely essential for the salvation of a lost and sinful humanity. We believe water baptism alone is not a saving ordinance but is essential in obedience to The Gospel and should be administered by immersion in the name of the Lord Jesus Christ. We believe in the infilling of the Holy Spirit with evidence of speaking in tongues.
Accountability	<ul style="list-style-type: none"> We believe in the spiritual unity of all believers in our Lord Jesus Christ. We believe in the sanctity of life. We believe marriage is a holy sacrament ordained by God as a union of one man and one woman in covenant relationship. (Gen 1:27-28, 2:23-24, Mt. 19:4-6)
Victory	<ul style="list-style-type: none"> We believe The Gospel includes holiness of heart and life, healing of the body, and a definite personal experience with the Holy Spirit whereby the gifts of the Spirit become active in the life of the believer. This work of the Holy Spirit is for men, women, and children.
Education	<ul style="list-style-type: none"> We believe the Bible to be the inspired, infallible and authoritative Word of God. We believe in the full function of the five-fold ministry which was given to perfect and equip the saints, enabling them to enter the work of their ministry, thereby edifying the whole body of Christ. (Eph. 4:11-13)

Vision Statement:

To prepare individuals to be disciples of Jesus Christ, through biblical teaching, while restoring hope and transforming lives!

Mission Statement:

To proclaim the gospel of Jesus Christ, and to reveal God's grace, through teaching, evangelism, outreach and empowerment services. To restore hope and transform lives, while providing a positive atmosphere of true worship to God. Inspiring all to love Jesus Christ and each other with sincere passion, while being mindful of our duties to God and to our fellow brethren.