

First United Methodist Church

106 East Main Street
Victor, New York 14564

(585) 924 – 2621

victorumc@frontiernet.net

Facilities Usage Request & Contract

We are here for Christian ministry. Non-profit community organizations (religious, community service, support groups) and individuals, hereafter called “USER”, are welcome to use our facilities with approval and acceptance of the following rules and rates. All sections of this form must be completed in full to be considered.

Group / Individual Name: _____

Affiliation with Church (circle all appropriate): Member Non-Member Profit Non-Profit

Purpose: _____

Responsible Person: _____

Mailing Address: _____

Home Address, if different: _____

Phone: (Home) _____ (Cell) _____

E-Mail Address: _____

Secondary Contact Person: _____

Mailing Address: _____

Home Address, if different: _____

Phone: (Home) _____ (Cell) _____

E-Mail Address: _____

RULES:

1. All activities must be compatible to church programs and purposes and take place only in the assigned room(s).
2. No alcohol, drugs, or smoking allowed on Church premises.
3. No fund raising activities allowed without Church approval.
4. The safety of children is paramount, and all children must be supervised by a responsible adult.
 - a. Adult must arrive at least 15 minutes before meeting time.
 - b. Children should never be allowed away from assigned rooms unless accompanied by an adult.
5. Church equipment or furniture may not be removed from Church property or taken outside. Damage must be reported to Church Office along with explanation and satisfactory settlement.
6. We request no tape or glue be attached to walls.
7. Heat settings are pre-set by Church staff and must be returned by USER to the original setting.
8. USER must return facility to its original condition. This includes:
 - a. Collect all garbage into bags (no liquids) and remove,
 - b. Tables wiped using a mild soap and water solution,
 - c. Return all tables, chairs, easels and other equipment to their proper places,
 - d. Sweep, vacuum or mop floors as appropriate reporting any damage promptly to Church Office,
 - e. Lights turned off, windows & doors closed and locked,
 - f. Key returned to the Church Office.

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Facilities Usage Request & Contract, continued

To enable best coordination and service, please submit a Facilities Usage Request & Contract form at least one week prior for a simple event, earlier if possible. Multi-week and major events require more advance planning. Requests received within 24 hours of an event may not be able to be considered.

To best provide for your event and others, the Church will consider the information you provide to assign room(s). Please indicate any room(s) preferences.

Please be sure to indicate the earliest time you will need to arrive for set-up. The assigned room(s) may not be available before this time due to other activities or preparation.

Date(s) Requested: _____
 Arrival / Set-up Time: _____ Event begins: _____
 Event ends: _____ Departure / Clean-up Time: _____
 Estimated Size of Group: Adults: _____ Children: _____

Room Usage Fee Schedule				
Room	1 Hour	1 to 3 Hours	Each Add'l Hour	8 Hours
Wesley Hall *	45	65	10	100
Wesley Hall w/ limited Kitchen (no cooking) *	50	75	10	115
Community Room	30	50	5	70
Sunday School	20	40	5	60
Nursery	20	40	5	60
Sanctuary	Separately Negotiated			
Other (specify)				

* **NOTE:** Wesley Hall requires a security deposit of \$100 prior to the event to cover possible damage to, but not limited to, carpeting, curtains and ceiling. This deposit will be returned after the event when the facility has been inspected and found to be left in its original condition. In the event that the facility is not in its original condition, this deposit will be used to offset the custodial fees to return the facility to its original state.

Room Assignment & Fee Schedule					
Room(s)	Date	Arrival Time	Departure Time	Total Hours	Total Fee

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Facilities Usage Request & Contract, continued

The Group or Individual using the Church facility is responsible for set-up, clean-up and return to normal set-up of the facility. Periodically a church member and/or the pastor will check in on groups as they use the Church facility.

It is understood that church events or building needs sometimes make it necessary to relocate, reschedule or cancel previously approved facility usage. Church events have priority over other uses of the building at any given time. Should a conflict arise, as much advance notice as is reasonable will be given to USER.

Signature of this form indicates acceptance of all applicable fees and guidelines. The Individual/Organization requesting the use of Church facilities hereby absolves the Church, its pastors, leadership, members, or people of any liability for personal injury or loss to any individual resulting from the use of the Church facilities and agrees to be responsible for any property damage that results during the use of the facilities.

Separate Checks covering Fees and Security Deposit (if applicable) should be written payable to First United Methodist Church and delivered to the Church Office one week prior to the scheduled event.

I / We agree to the above fees, guidelines and rules:

_____ Date: _____
Signature of Responsible Party (USER)

Approved By:

_____ Date: _____
First United Methodist Church, Trustee

This Facilities Usage Request & Contract shall not be binding unless duly signed by both parties above.

The attached page provides a description of the Church rooms including the Fire Code occupancy numbers.