



Facilities Use Policy, Reservation Instructions, and Hold Harmless Agreement

Revised: December 2017 by the Board of Trustees

STATEMENT OF PURPOSE

The Watkinsville First United Methodist Church (WFUMC) facilities are intended to nurture the spiritual, mental, and physical enhancement of life for:

- ◆ Our Family of Faith
- ◆ Individuals and families who are members of Watkinsville First United Methodist Church
- ◆ Others in our wider community

I. GENERAL RULES

- A. The use of the facilities are for the WFUMC members and their guests, members of WFUMC's special organizations, and outside groups reserving the facilities. It is the right of the Senior Pastor and/or Board of Trustees to decide which group or groups can use the facilities.
- B. All programs and activities utilizing the facilities will abide by the specifications of these policies.
- C. The facilities are open only for activities scheduled through the church office. Events must be put on church calendar by church secretary.
- D. WFUMC does not assume responsibility for accidents; individuals and groups participate at their own risk in all recreational activities and programs. Organizations other than WFUMC groups must complete and sign a "HOLD HARMLESS AGREEMENT" in the church office when facilities are reserved. If children and/or youth are involved in any activity, the church Safe Sanctuary Policy must also be read and appropriate forms signed as required. WFUMC reserves the right to require any organization or its representative to attend Safe Sanctuary training.
- E. It is expected that all equipment will be treated in a safe and responsible manner.
- F. All areas must be left in as good shape or better than when found. Each time a space is used, the reserving group is responsible for taking out the trash to the dumpster (located near the playground) and replacing the bag. Place equipment in the proper place.
Any special equipment brought into the facility must be removed immediately after the event.
- G. Each activity will have a designated person present from the organization or individual reserving the facility, who will be in charge while the activity is in progress and will be responsible for clean up. The designated person will be indicated on the Reservation Form.

Set Up and Clean Up, AV Tech needs of any event is not included in the fee schedule. There is an additional cost if you need these services.

II. RESERVATIONS

A. GENERAL INFORMATION

1. The Church will prepare a yearly calendar of events to be held on campus. Church activities are given priority over outside events. WFUMC reserves the right to deny any request for any reason, stated or unstated.
2. All WFUMC ministries and sponsored groups may reserve and use any of the facilities at no charge. Other fees may apply.
3. A “Reservation Form” must be filled out online via the website (www.watkumc.org) completely to make a reservation. A reservation form is included in this packet, however, it is preferred the request be submitted online.
4. We will not schedule any event on or during Holy Week, New Year’s Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, and/or the week of Christmas.
5. Weddings, including rehearsal and receptions, have separate policies and fees and this document does not address those; nor can it be used in place of the Wedding Policy and associated fees.
6. Payments: Damage/Security Deposit is required within 5 business days of the event being approved. This deposit secures the reservation. Failure to pay the deposit will result in the event being canceled. Associated Fees for use of space are to be paid in full 14 days prior to the event date.

B. WATKINSVILLE FIRST UNITED METHODIST CHURCH MEMBERS (FOR PRIVATE USE)

1. WFUMC (active and in good standing) members may reserve and use the facilities for private use when available.
2. A refundable \$100.00 damage/security deposit is required for all reservations. Deposit must be made within 5 business days of the event being approved. Providing there is no damage and the space is returned in good condition, the refund will be given within 14 days from the end of your event.
3. A “Reservation Form” must be filled out online via the website (www.watkumc.org) completely to make a reservation. See Section II.A.3. above.
4. Reservation cancellations within two weeks of use date will forfeit deposit.
5. Payment of fees must be made in full 14 business days before the start date of the event.
6. Individual WFUMC members wishing to use the facilities for an organized group must comply with “Outside Group Section (II C) guidelines and non-member fee section.”

c. OUTSIDE GROUPS

1. Outside groups of a religious, non-profit, civic, governmental or charitable nature may reserve the Facilities when available.

2. A \$200.00 refundable damage/security deposit is required for all reservations. Deposit must be made within 5 business days of the event being approved. Providing there is no damage and the space(s) are returned in good condition, the refund will be given within 14 days from the end of your event.
3. A "Reservation Form" must be filled out online via the website (www.watkumc.org) completely to make a reservation. See Section II.A.3. above.
4. Reservation cancellations within two weeks of use date will forfeit deposit.
5. Payment of fees must be made in full 14 business days before the state date of the start event.

D. ADULT SUPERVISION

All children and youth groups (under age 18) must supply adequate adult supervision and comply with the church's Safe Sanctuary Policy. At no time may children be left unattended. WFUMC reserves the right to require any organization or its representative to attend Safe Sanctuary training.

E. CANCELLATIONS/CHANGES

All cancellations and changes in plans should be reported to the church office as soon as possible. Reservation cancellations within two weeks of use date will forfeit deposit.

F. APPROVAL OF USE/FEES

Approval of use and waiver of fees for special groups or activities is within the Senior Pastor and Board of Trustees' discretion.

G. ALL ACTIVITIES WILL BE CONFINED TO ROOMS RESERVED FOR SAME.

Groups should not be in spaces that were not reserved except for bathroom areas.

H. PARTICIPANTS

A group reserving the facility should consider the maximum number of participants to justify expenses and scheduling of the facilities.

III. CONDUCT

- A. All facilities of WFUMC are part of the church and because of our goals and objectives, each member and visitor will conduct himself/herself with high Christian Standards.
- B. Dress should be modest and appropriate for the given occasion.
- C. The following things will **not** be permitted on campus: profanity, tobacco, drugs, alcohol, anything considered a weapon, gambling, and raffles of any kind.
- D. In cases of misconduct, as determined by WFUMC or its representative, the offender may be asked to leave the premises and forfeit the return of their security deposit and right of future use.

IV. AREA REGULATIONS

A. Church Campus

1. Non-washable paints, tacks, or nails **will not** be allowed. **No Glitter.**
2. All rooms are to be used for intended purposes only.
3. All equipment is for intended purposes only. All equipment including tables and chairs, must be returned to the room set up as it was when you entered or put up after use.
4. Sticky Tack or Frog Tape may be used to hang paper on the walls but must be removed completely. Nothing else may be used.
5. Nothing may be placed on any of the windows on the church campus. Most of the windows have a special tint and tape and other items being placed on them may damage the tinting.

B. KITCHEN

1. Any group desiring the use of the Grace Hall Kitchen oven, stove and dishwasher must have a member present who has completed the kitchen instruction training. Fees may apply.
2. Paper goods and supplies in the kitchen are for Watkinsville First United Methodist Church use; others must provide their own supplies. Watkinsville First UMC does provide trash bags.

C. AUDIO and VISUAL EQUIPMENT

1. Any group/person desiring to use the audio equipment must have a WFUMC AV Tech who has completed instruction in the use of the equipment. Arrangements must be made in advance to secure that someone is available for the date you need. Fees may apply.

D. EQUIPMENT ROOMS/OFFICES/CLOSETS AND SOUND BOOTHS

1. These areas are for authorized persons only.

E. WALLS

1. Items should be placed only on designated areas. No nails, tacks or tape. Tape must be used with caution and must be removed in a manner that doesn't harm the paint.
Refer to all of Section IV.

F. KEYS

1. Keys for facilities reserved should be picked up no more than 3 days prior to the event and keys must be returned within 3 days following the event to the Church office during regular church office hours.

ORGANIST /PIANIST

1. It is standard etiquette for WFUMC music staff and musicians to be utilized for all events. The Director of Music Ministries and/or the Senior Pastor reserve the right to edit or refuse a selection they feel is inappropriate.

2. The sound system must be operated only by qualified church personnel; refer to Section IV. C. Arrangements must be made in advance with the Director of Music to clear all equipment being used. Damage will result in the loss of security deposit and any cost above the damage will be the responsibility of persons renting our facility.
3. Musical instruments and sound system equipment may not be moved. The GRAND PIANO may not be moved for any reason.
ANYTHING THAT IS USED FOR OR IN OUR WORSHIP SERVICES WILL REMAIN IN THEIR PLACES. NO EXCEPTIONS.

FEE SCHEDULE

FACILITY and SERVICES	MEMBER FEE	NON-MEMBER FEE
Classrooms cost per 2 hours, 1 time use	\$15.00	\$30.00
Classrooms cost per 2 hours, 1 time per week (monthly rental)	\$60.00	\$120.00
Fellowship Hall cost per 2 hours, 1 time use (inc. kitchen)	\$25.00	\$50.00
Fellowship Hall cost per 2 hours, 1 time per week (inc. kitchen)	\$100.00	\$200.00
Grace Hall cost per 2 hours, 1 time use	\$50.00	\$100.00
Grace Hall Kitchen cost per 2 hours, 1 time use	\$50.00	\$100.00
Grace Hall cost per 2 hours, 1 time per week (monthly rental)	\$200.00	\$400.00
Grace Hall Kitchen cost per 2 hours, 1 time per week (monthly rental)	\$100.00	\$200.00
Custodial Set Up Fee, cost per 2 hours	\$100.00	\$100.00
Custodial Clean Up fee, cost per 2 hours	\$100.00	\$150.00
AV Tech, cost per 2 hours	\$50.00	\$100.00
Grace Hall Kitchen Supervisor per 2 hours	\$50.00	\$100.00
Damage/Security Deposit	\$100.00	\$200.00

Damage/Security Policy: A damage/security deposit is required for all reservations. The deposit will be refunded after final inspection of facilities provided no damages have been incurred within 14 days following the event. The refund decision will be made by the Senior Pastor and/or the Maintenance Director or a representative on their behalf.

Please refer to Page 2, Sections A, B, C for important details.

If you are ready to proceed with your request, the pages following the Fee Schedule above are mandatory. These forms can be found online at Watkinsville First UMC's website: www.watkumc.org. The preferred method of submission is electronic. Documents should be returned to the Church Office Monday – Thursday 10 am to 2 pm or scanned and emailed to: watkumc@watkumc.org

Approval of this request is contingent upon the availability of the facilities on the dates and times specified by this request. This request form is due 30 days prior to the event.

EVENT RESERVATION/SET-UP/BOOKING REQUEST FORM

Today's Date	
Event Submitted by	
Event Contact, Name, Phone and Email (an email is required)	

Event Name	
Event Date (please list all dates you will meet)	

Event Start Time	Event Set Time Begins
Event End Time	Event Clean Up Time Ends
Will an admission fee be charged? <input type="checkbox"/> Yes <input type="checkbox"/> No	If yes, what is the fee amount?

Room Requested:	
Room Set Up – if other than default set up	
How Many Attending This Event?	
Additional Resources	
Tables: <input type="checkbox"/> Round or <input type="checkbox"/> Rectangular.	How Many Tables
<input type="checkbox"/> Chairs: How Many?	<input type="checkbox"/> additional trashcans
<input type="checkbox"/> Podium <input type="checkbox"/> easel	
<input type="checkbox"/> TV/DVD <input type="checkbox"/> screen <input type="checkbox"/> projector	
Other:	
Custodial Set Up <input type="checkbox"/> Yes <input type="checkbox"/> No	Custodial Clean Up <input type="checkbox"/> Yes <input type="checkbox"/> No
AV Tech <input type="checkbox"/> Yes <input type="checkbox"/> No	Kitchen Supervisor <input type="checkbox"/> Yes <input type="checkbox"/> No



Final Agreement for Space Rental or Use

Today's Date	
Event Submitted by	
Event Contact, Name, Phone and Email (an email is required)	

Event Name			
Event Date			
Event Start Time		Event Set Time Begins	
Event End Time		Event Clean Up Time Ends	

Rooms Approved:

Room Fees	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, # hours	Cost \$
Custodial Set Up	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, # hours	Cost \$
Custodial Clean Up	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, # hours	Cost \$
AV Tech	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, # hours	Cost \$
Kitchen Supervisor	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, # hours	Cost \$

Fees Paid By Date			-----
Damage/Security Deposit Due Date (5 days from approval)	Date to Refund Damage Deposit (within 14 days after event)	Cost \$	

TOTAL FEE'S	\$
DAMAGE/SECURITY DEPOSIT POTENTIAL REFUND AMOUNT	\$()
FINAL EVENT AMOUNT, LESS DAMAGE/SECURITY DEPOSIT	\$

Keys Given:	Key's Picked Up Date:
Keys Returned <input type="checkbox"/> Yes <input type="checkbox"/> No	Key's Returned Date:

Event Representative Signature & Date

WFUMC Representative & Date

HOLD HARMLESS AGREEMENT

This Hold Harmless and Indemnification Agreement (“Agreement”) is entered into by and between

_____, hereinafter
“Promisor”,

and **Watkinsville First United Methodist Church, Inc. (WFUMC)**, hereinafter “The Church”, on
(date) _____ in Watkinsville, Georgia.

The intent of this Agreement is to indemnify The Church from any claims arising from and related to

and is utilizing the facility/facilities of WFUMC “The Church”, with the express agreement and understanding that The Church, assumes no responsibility or liability whatsoever for the Promisor’s claims for personal injury, loss of life, theft, damages or losses of any kind or otherwise, arising out of The Church use of said facility/facilities. The Church referred to herein shall also include all of Promisor officers, agents, servants, employees, invitees, executors, administrators, representatives or anyone on said premises as the instance of Promisor, does hereby waive, release and does hereby agree to indemnify and hold harmless Watkinsville First United Methodist Church, Inc., “The Church” and its respective officers, employees, members and agents from all losses, liabilities, damages, costs and expenses (including defending all claims of liability) and attorney fees arising out of the Promisor’s use of said facility/facilities

In the event either party files suit in a court of law to interpret or to enforce the terms of this Agreement, the party prevailing in such action shall be entitled, in addition to any legal fees incurred in defending against any third party claim, to its reasonable legal fees and costs incurred in such action to interpret or to enforce the terms of this agreement.

This agreement shall be interpreted under the laws of the State of Georgia.

Promisor Signature and date

Representative of WFUMC Signature and date