

CSUMC Facility Use Request Form

***Must answer all statements marked with an asterisk**

* Person or Organization to use the facility_____

* Reason for use_____

* Number of people attending the event_____

* List of rooms needed_____

* Special needs (Kitchen access, audio/visual equipment, extra tables, etc.)

* Dates(s) _____ Day(s) of Week Wanted_____

* Time of day requested: Start _____ End _____

* Second Choice:
Date(s)_____ Day(s) of Week Wanted_____

Time of day requested: Start_____ End_____

*Person or Persons to receive key and be responsible for cleanup

name(s)

*Responsible Person's Telephone Number_____

Church Use Only

Request approved_____ Room(s) Reserved _____

Deposit Check Received Date_____ Returned_____

Please give all requests to the church secretary or call 315-462-2274 or csumcsecretary@gmail.com so they may be cleared on the calendar. Thank you.

I have received the rules and regulations for the rental of the Clifton Springs United Methodist Church. I have read and understand these rules and regulations and agree that my party and I must abide by them.

Signature of Applicant/Date

Policies and Guidelines Governing General Use of the Clifton Springs United Methodist Church Clifton Springs, NY

Introductory Comments

The Wedding Policy is found on a separate document. This document concerns other, general uses. The Clifton Springs United Methodist Church (CSUMC) operates its building and property in harmony with its vision and core beliefs (www.csumc.com). This policy and consideration of special uses of the building and grounds is by approval of the CSUMC Trustees and Administrative Board. Please contact the pastor, CSUMC at 315-462-2274 for weddings and baptisms or church secretary e-mail csumcsecretary@gmail.com for clarification, verification and additional information.

General Policies

1. The priority order for use of space, facilities and equipment are:
 - Regularly scheduled services and meetings of the CSUMC congregation e CSUMC sponsored groups and ministries
 - Dinners, banquets and receptions sponsored by members of the CSUMC congregation
 - Meetings and activities of the Annual Conference
 - Community non-profit organizations and service groups
 - Other trustee-approved events
2. Only under special arrangement are day care classroom spaces allocated for other use.
3. Alcoholic beverages or gambling devices are prohibited on church property.
4. Use of tobacco products is prohibited on church property.
5. Adequate adult supervision needs to be provided for children or youth using the building or grounds.

Administrative Guidelines

1. Before scheduling an activity requiring the use of the building or grounds, a space request form is filled out and submitted to the CSUMC facilities coordinator. Space assignments are coordinated and recorded on the Church Calendar.
2. The "Agreement for use of Church Facilities" is required for activities by non-and associated CSUMC groups. The church ministries coordinator, pastor and chairman of trustees are authorized to accept payment of associated fees.
3. The pastor in consultation with the Trustees' chair makes the decision when there are conflicting demands for space or a special space need arises.

General Guidelines

1. Our policy is to use the total church facilities to the best advantage of the church in carrying out its mission.
2. The use of decorations, changing of furniture, attachment of materials to walls, ceilings or woodwork, and activities of a similar nature are done only with the advice and consent of the Pastor or trustee(s). In general, attachment to walls is done only at bulletin boards or strips.
3. The music instruments in the building are used only with permission from the pastor or worship team.
4. Use of the kitchen and its equipment must be a part of the space request.
5. Church equipment, including tables and chairs, is not loaned outside the church facility and grounds (except for equipment used for church-sponsored activities) unless approved by the pastor or trustees.
6. Rooms will be left in the condition they are found, clean and with furniture and chairs in original positions even if that arrangement looks strange to you. The rooms you use/rent must be cleaned before you leave to be ready for the next group. Garbage is to be removed and placed the dumpster; never left outside of it or in a different area.
7. Groups use only the space assigned to them for their event.
8. The individual making the request is responsible for any loss or damage the group causes.
9. Children/youth must have adult supervision at all times.

Fees for Use of the CSUMC Building & Grounds

Group 1

Church groups and organizations and members connected directly with the ministries of the CSUMC including: classes work teams, task forces, United Methodist Church Area/Conference/District Organizations, Student Ministry groups, Church Athletic groups, and church sponsored Scout groups,

Group 2

Civic, non-profit, and other organizations whose purpose is for community and personal improvement in harmony with CSUMC core beliefs, such as regional Scouting Groups, Individual Members Celebrations (non-profit)

Donation expected especially for those holding large banquets, day-long events using multiple rooms, or fundraisers. A security deposit is not required for Group 2.

Group 3

Private individuals

General Use Donation (Group 2)/Fee Schedule (Wedding Fees Separate)

Security Deposit: Security Deposits are required of all private individuals/organizations using the facility as deemed by the trustees/pastor. The security deposit of \$500 needs to be in a separate check (one for fees and one for security deposit). The security deposit remains property of the CSUMC until the church facility has been inspected, once it is established that it is clean and in proper order and no damage has been done, plus all rules have been maintained i.e. no alcohol on the premises during its use then the check is voided and returned to the applicant. If, however there has been any breach of the rules or if the area is left unusable for the next group, a custodial fee is determined based on commercial emergency cleaning services and taken out of the security deposit check. It is advised to avoid these charges in order to retain use privileges.

For Use of	Group 1	Group 2	Group 3
Sanctuary	No Charge	\$150 suggested donation	\$150
Grace Center	No Charge	\$200 suggested donation	\$200
Kitchen	No Charge	\$150 suggested donation	\$150
Classroom	No Charge	\$25 suggested donation	\$50
Nursery	No Charge	\$50 suggested donation	\$50

Wedding Ceremony Fees (for rehearsal & ceremony)

Building (includes sanctuary and receiving line use of GRACE Center)	\$ 200.00
Dinner or reception in GRACE Center	\$ 200.00
Kitchen	\$ 150.00
Organist	\$ 150.00
Additional special music or solo work	\$ 25.00
Janitor/Custodian	\$ 25.00
Pastor (includes 2 pre-marital counseling sessions)	\$ 300.00

Payment checks are requested at the time of approval for building use or at the wedding rehearsal and are nonrefundable. Please make out separate checks for organist, janitor and pastor.

The church offers its fellowship hall and kitchen facilities to accommodate rehearsal dinners, bridal showers and small receptions by private caterers under separate arrangements with fees set according to areas of the facility to be used. Reservations and arrangements must be made well in advance to avoid conflicts, because our church is a very busy facility.

If you wish to reserve any portions of the church facility for these purposes, please speak to the pastor as early in the pre-marital process as possible to avoid conflicts.

Under NO circumstances are alcoholic beverages allowed.