



## Property Use Request Document

### Centenary United Methodist Church

1527 Highway 544

Conway, South Carolina 29526

#### A request to use Centenary United Methodist Church Property must comply with the following.

- 1 The purpose of the event must not be in conflict with Centenary United Methodist Church Conway, South Carolina mission and core values or that of the South Carolina Conference of the United Methodist Church.
- 2 Rental of any facility will be limited to the approved facility area.

#### Instructions

- 1 Complete the information below and send to the contact identified on the Centenary United Methodist Church Conway web page. If you are unable to email the document, please call the contact by telephone to arrange an alternative method of submission
- 2 Allow 3 days for a response. If you have not received a response by the 4th day contact the pastor using the contact information provided on the web page.

#### Use of Property Requires the following.

- 1 Read both the South Carolina Annual Conference and Centenary United Methodist Church Safe Sanctuary policies. If your event is approved you will be asked to sign an acknowledgement indicating that you have read and fully understand this policy.
- 2 Review the Facilities Use Requirements below.
  - a. The renter is responsible for leaving the space used in the condition in which it was found. Anything used for the event that was not part of the property is to be removed after the event. Failure to leave a clean facility will mean automatic loss of refundable deposit.
  - b. Use command strip type product to secure decoration to walls. Remove after function.
  - c. Return furnishings to their original location if moved for your event.
  - d. No item may be moved in the Church Sanctuary at any time without approval of the pastor.
  - e. If use is granted, you may not transfer this contract to another organization or person without a written request and approved response from Centenary United Methodist Church.
  - f. There is to be no consumption of alcohol at the event or on the church property during the event.
  - g. Where kitchen privileges are included the kitchen area and all items utilized must be left clean following the event. Failure to comply mean automatic loss of refundable deposit.
  - h. No equipment or property may be removed from the church.
  - i. All local state fire and safety regulations apply.
  - j. Minors must be supervised by individuals 18 or older.
  - k. Centenary United Methodist Church is held harmless by your organization, its members, visitors or any other participant of any event held during the time of rental. You are responsible for the safety and well being of your guests.
  - l. Centenary United Methodist Church reserves the right to cancel or change this agreement at any time but will provide at least 7 days notice prior to an event. You are asked to give the same notification of cancellation.

#### Centenary United Methodist Church Shared Use Fees.

These fees apply only to Non Centenary United Methodist Church Members.

Aera	Per Hour	Deposit	Note
1 Sanctuary	\$250.00	500.00	Must follow United Methodist Doctrin
2 Dream Center	\$250.00	250.00	
3 Armstrong Building	\$250.00	250.00	
4 A classroom	\$100.00	100.00	

For long term shared use by any organization, a rate will be negotiated but will require Administrative Council Approval.

The fee will be based on the nature of use and duration of use of facilities. All agreements will be 1 year term.

What is the date of your event? :

The duration of the event in hours? :

What is the purpose of your event? :

Who is making the request? ;

Is the person making the request the person who will be responsible for the event?:

What is your contact information? : Phone  Email:

What is today's date? :