

**GIRDWOOD CHAPEL, UNITED METHODIST CHURCH  
GUIDE TO BUILDING USE**

Girdwood Chapel, United Methodist Church, (GCUMC) primary purpose is to carry on the ministry of the local church. The church has an active ministry to all ages. It has a significant outreach into the Girdwood community. The programs and people of Girdwood Chapel UMC are the top priority when it comes to building use.

Facilities of Girdwood Chapel, United Methodist Church, may be made available to organizations and individuals for one-time or short-term usage. The first priority is to GCUMC Programs and membership needs. Priority is then given to nonprofit groups that are supported by GCUMC and then to other nonprofit organizations.

Approval of the use of the facilities of Girdwood Chapel, United Methodist Church does not constitute or imply endorsement of a group, their mission, or their positions. Groups approved to use facilities at GCUMC must not advertise the event in such a way as to imply endorsement by the GCUMC. No activities or advocacy may take place within GCUMC, its buildings or grounds that conflict with the United Methodist Church Book of Discipline and the practices of this congregation of the United Methodist Church

**THE STEPS TO FACILITY USE SCHEDULING**

1. Fill out a Room Use Agreement. One is included in this guide or you may obtain one from the church office
2. Attach any additional information you feel might be useful in helping us determine if we can accommodate your group. This would include any equipment which the user will be using in conjunction with use of the facility
3. Return the Room Use Agreement to the designated church representative who will evaluate your request and notify you if it is approved or not approved.

**GENERAL FEE SCHEDULE FOR FACILITY USAGE**

<b>Area</b>	<b>Non-Profit/Service</b>	<b>Other</b>	<b>Deposit required</b>
Sanctuary	\$75/hr or \$250 /day	\$75/hr or \$350/day	\$500.00
Sanctuary for Wedding	NA	\$450	\$500.00
Classroom / Library	\$25/hr	\$40/hr	\$100.00
Kitchen	\$25/hr	\$40/hr	\$150.00
Fellowship Hall	\$25/hr	\$40//hr	\$100.00
Recitals	\$50/hr	\$75/hr	\$100.00
All Facilities	\$75/hr	\$150/hr	\$100.00

**Notes:**

1. Rehearsal time for items such as recitals is charged separately at the current rate.
2. Wedding rate includes use of all available facilities up to 4 hours for wedding and 1 ½ hour for rehearsal on prior day.
3. Kitchen may be used for warming and serving only. Kitchen may not be used for food preparation.
4. Security Deposit: A security deposit, in the amount stated above shall be required for each rental. A separate check is required for security deposit. This check will not be cashed and returned after event, unless

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damage has occurred or the facility is not cleaned and returned to condition prior to use.

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### **RULES AND REGULATIONS OF THE BOARD OF TRUSTEES**

#### **1. BREAKAGE**

All persons and/or groups using our facilities are expected to exercise reasonable care and judgment in such use in order to prevent defacement, damage or breakage. The persons signing the application for use shall be responsible for paying costs incurred by the church in cleaning, repairing, etc. any part of the building or its furnishings and equipment which in the judgment of the church administrator has been carelessly or irresponsibly subjected to more than normal wear and tear by the persons or group involved.

#### **2. FURNITURE MOVEMENT**

ALTAR AND PIANO SHALL NOT BE MOVED. Any other movement of furniture or other items in the church shall first be authorized by the church on the application at the time the time reservations are approved. If any church furnishings are moved, they shall be replaced to their original location at the end of each use period.

#### **3 NO SMOKING**

All members of all groups using our facilities shall abide at all times by a "no smoking" rule in all parts of the building, including corridors and restrooms. Violation of this rule is sufficient ground for a staff member to withdraw immediately any group's use of the facilities and/or to deny use in the future.

#### **4 NO ALCOHOL**

The serving, consumption, or use of marijuana, alcoholic beverages, or other narcotics shall not be permitted at any time on church property, including the outdoor areas and parking lots.

#### **5 FINAL DECISIONS**

In case of doubt or uncertainty by any outside person or group about the application or interpretation of these regulations, a member of the Board of Trustees or their delegated representative shall decide the matter and all individuals and groups shall abide by the church Board of Trustees directions or forfeit immediately the use of any part of the facility.

#### **6 SUPERVISION OF YOUTH**

At least one adult shall be present for each ten high school or younger youth participating in any activity (two for 11-20; three for 21-30, etc.) Where youth of both sexes are present, adults of each sex must be in attendance.

#### **7. DECORATIONS**

Decorations may be attached to the walls, doors, light fixtures with masking tape only and must be removed immediately and completely following the activity by the group using the facility and removed from the property.

#### **8. USE TIMES**

Meetings shall end by 9:00 PM. Saturday usage shall end by 4 PM. The building must be completely cleared not later than 9:30 PM weekdays or 4:30 PM on Saturdays to allow building to be closed promptly. Exceptions to the time policy are rarely made. Any exception will be subject to an additional custodial surcharge.

#### **9. REFUSE/RECYCLING**

Users are required to remove all refuse generated by use of the facility. Recycling is a policy of GCUMC. Users are encouraged to recycle.

#### **10. SUPERVISION**

User groups are fully responsible for supervising the conduct and actions of children on church property.

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### 11. GAMES OF CHANCE

United Methodist church policy prohibits the use of games of chance or gambling on the church premises. This would include such activities as raffles or lotteries.

### **Benefit Fund Raising Events**

#### 1. CHURCH GROUPS

Benefit fund raising by groups within the Church shall be approved according to the policies and procedures for fundraising outside of the annual pledge campaign approved by the Finance Committee of the Church. Approval will be based on the judgment of the Committee about anticipated revenue after consideration of building costs, the advice of the Church Administrative Coordinator about the availability of facilities and impact, and such other criteria as the Finance Committee shall determine.

#### 2. OTHER GROUPS

Benefit fund raising by other groups shall be considered a building use and subject to building and staff use fees and policies established by the Pastor and the Board of Trustees. Such use is subject to availability of facilities and impact and other criteria as might apply to the rental of facilities in general by groups outside of the congregation.

### **Indemnification:**

Girdwood Chapel shall not be liable and the renter hereby waives all claims against Girdwood Chapel for any damage to any property or any injury to any person in or about the premises by or from any cause whatsoever, except to the extent caused by or rising from the gross negligence or willful misconduct of Girdwood Chapel or its agents, employees or contractors. The renter shall protect, indemnify and hold Girdwood Chapel harmless from and against any and all loss, claims, liability or costs (including but not limited to court costs and attorney's fees) incurred by reason of:

- (a) any damage to any property or any injury to any person occurring in, on or about the Premises to the extent that such injury or damage shall be caused by or arise from any actual or alleged act, neglect, fault, or omission by or of the renter, its agents, servants, employees, invitees, or visitors to meet any standards imposed by any duty with respect to the injury or damage;
- (b) The conduct or management of any work or thing whatsoever done by the renter in or about the Premises or from transactions of the renter concerning the Premises;
- (c) The renter's failure to comply with any and all governmental laws, ordinances and regulations applicable to the condition or use of the Premises or its occupancy; or
- (d) Any breach or default on the part of the renter in the performance of any covenant or agreement on the part of the renter to be performed pursuant to this Lease. The provisions of this Article shall survive the termination of this Lease with respect to any claims or liability accruing prior to such termination.

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ROOM USE AGREEMENT  
PLEASE COMPLETE ENTIRE FORM

Name of Organization or individual ("the renter"): \_\_\_\_\_

Responsible Person \_\_\_\_\_

Non-profit Status: \_\_\_\_\_ Federal ID No. \_\_\_\_\_ (attach IRS determination letter)

Address \_\_\_\_\_

Organization/ Individual's Day Phone \_\_\_\_\_ Fax \_\_\_\_\_ E-mail \_\_\_\_\_

intended use \_\_\_\_\_

Event Name and Description \_\_\_\_\_

Date of Request \_\_\_\_\_ Contact Person's Name \_\_\_\_\_

Date(s) Requested \_\_\_\_\_ Start Time \_\_\_\_\_ End Time \_\_\_\_\_

Which day of the week:

Monday  Tuesday  Wednesday  Thursday  Friday  Saturday  Sunday

Rooms Requested:

Sanctuary  Library  Children's Classroom  Fellowship Hall  Kitchen

Anticipated Number of Participants \_\_\_\_\_

**Fees:** The agreed upon fees for this event are: \$ \_\_\_\_\_

Fee will be collected

1. For weddings or use of total facility: half at time of signing, refundable up to 30 days prior to scheduled event and half one week prior to event.
2. Individual spaces: At time of use.
3. Security deposit in the amount of \$ \_\_\_\_\_, returned after the event if church incurs no damage or no expense for cleaning and set-up to restore to the original set-up.

Special Needs or Requests \_\_\_\_\_

Building is generally available for use from 8:30 AM – 9:00 PM Mon-Sat. (vacated by 9:30 PM). The church reserves the right to pre-empt any facility use for its own in cases of emergencies such as funerals, and we will give as much notice as possible.

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**ACCEPTANCE OF RESPONSIBILITY**

I agree to be responsible for the conduct of those coming to or participating in the activity for which this application is being made, and for any damage beyond normal wear and tear occurring as a result of this activity may occur as a result of this activity. I will remove all signs posted my group after the meeting has ended. I further agree that the Church property will be used in accordance with the Rules and Regulations of the Board of Trustees and that all fees will be paid according to the terms listed in the Fee section of this agreement.

\_\_\_\_\_ as authorized representative or renter

**RELEASE AND INDEMNITY AGREEMENT**

This Release and Indemnity Agreement is between

\_\_\_\_\_ (“Organization/Individual’s”) and Girdwood Chapel, United Methodist Church (GCUMC)

**RECITALS**

A. GCUMC is the owner of the real property and improvements located at Timberline and Heavenly Drive, Girdwood Alaska

B. Organization/ Individual's desires to use the property described above for meetings and other activities.

**AGREEMENT**

NOW THEREFORE in consideration of GCUMC permitting Organization/ Individual to use the Property and improvements described above, agrees as follows:

1. Organization/Individual hereby releases, discharges and covenants not to sue GCUMC or its administrators, directors, agents, officers, members, volunteers, and employees, from any and all liability, claims, demands, losses, or damages arising out of Organization/ Individual's use of the Property. If any member, guest, invitee, or participant of Organization/ Individual makes any claim against GCUMC or its administrators, directors, agents, officers, members, volunteers, or employees, in connection with Organization/ Individual's use of the Property, Organization/Individual will indemnify, defend and hold GCUMC and its administrators, directors, agents, officers, members, volunteers, or employees harmless from any and all litigation expenses, damages, and all other costs arising out of such claim.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

NAME of Organization/ Individual \_\_\_\_\_

By (responsible person) \_\_\_\_\_

Title: \_\_\_\_\_

Girdwood Chapel Representative: \_\_\_\_\_

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Title: \_\_\_\_\_