

# CONDITIONS AND GUIDELINES FOR FACILITY USE

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University United Methodist Church 18422 Culver Drive Irvine CA 92612

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1. Facilities must be reserved and facilities use approved by the Event Coordinator, the Pastor and the Trustees (our governing body).
2. **Deposit.** One-time reservation of any University United Methodist Church (UUMC) facility requires a minimum deposit of \$100 and is due with the **REQUEST FOR USE OF FACILITIES** form. The deposit will be refunded provided Agreement conditions have been met. Please note that UUMC considers all fees for facilities use as donations that cover utilities, maintenance and general depreciation.
3. **Cancellation.** In the event of a cancellation, notice must be given to the church office at **least one week in advance**.
4. **Unless approved by UUMC as a sanctioned event, applicants must provide a Certificate of Insurance (\$1,000,000 minimum) naming "University United Methodist Church" as "additionally insured," with primary coverage provided by the user.** If possible, the Certificate would specify the activity, date and location. Individuals as applicants will need to arrange coverage through their homeowner's policy. **Access will be denied if proof of insurance is not provided prior to the event.**
5. All donations will be paid by check. NO cash will be accepted.
6. All applicants are responsible for clean-up (including returning furniture to its original location), turning off lights, audio/visual equipment and heating/cooling system and locking all doors and windows. Dry erase boards must be cleaned after use.
7. Keys must be returned to the church office by the end of the business day (office hours: 9am-2pm Monday; 9am-5pm Tuesday-Thursday). Fee for lost key: \$100.
8. The person making the reservation must attend the event and is responsible for making sure all UUMC Agreement terms and policies are followed.
9. The occupancy limit posted in each room must be adhered to by all applicants.
10. Rooms used by the applicant must be specifically included in the contract. Contact the Church Office Administrator for all requests for use of additional facility space.
11. For some functions, a church representative may be assigned to you as an Event Coordinator. The Event Coordinator will make certain that the facilities are open and prepared on time, verify that everything is in working order, ensure that the CONDITIONS AND GUIDELINES FOR FACILITY USE are met, and secure the facilities at the end of the event.
12. Applicants agree that University United Methodist Church may monitor use of the facilities by the applicant and related participants. The applicant agrees to comply promptly with any reasonable request made by the church representative to take action, or refrain from action, that in the church's discretion is necessary for the safety of participants, or welfare of the church.
13. All applicants are responsible of any damages beyond normal wear. Should the applicant's use of the facilities cause the church to incur additional expense the applicant will be billed for such expenses.
14. The following are prohibited:
  - Alcoholic beverages
  - Illegal substances and activities
  - Gambling
  - Smoking inside any building. Smoking is allowed outside a facility but must be at least at distance 20 feet from any exterior door or window. Cigarette butts must be properly extinguished and disposed of.
  - Confetti, rice, glitter or birdseed, etc.

- Smoke or fog devices or an open candle flame (unless approved in advance).
- Defacing or puncture of walls, ceilings, floor or furnishings. No tape of any kind, tacks, staples, nails, stick-um or glue may be used on surfaces or furnishings. Any exceptions must be approved prior to the event. The décor of bulletin boards may not be changed.
- Political activity. Absolutely prohibited are directly or indirectly participating in, or intervening in, any political campaign on behalf of (or in opposition to) any candidate for elective public office. Contributions to political campaign funds or public statements of position (verbal or written) made on behalf of the organization in favor of or in opposition to any candidate for public office clearly violate the prohibition against political campaign activity. Also prohibited is voter education or registration activities with evidence of bias that (a) would favor one candidate over another; (b) oppose a candidate in some manner; or (c) have the effect of favoring a candidate or group of candidates.

**Failure to abide by any of these prohibitions will result in immediate termination of the FACILITIES USE AGREEMENT and termination of your event or group's use of the University United Methodist Church facilities.**

15. **UUMC-sponsored events** will have priority in scheduling. UUMC reserves the right to relocate events in case of conflict with church events.
16. **Kitchen.** The kitchen in Fellowship Hall can be reserved and used for an event. An additional donation is required. The kitchen will be left in a clean condition at the end of the event. All appliances turned off. All garbage resulting from food preparation or consumption must be disposed in the dumpsters at the far end of the parking lot.
17. **Child Care:** The nursery can be reserved separately and is not automatically included in building use. If used, the applicant is responsible for providing nursery attendants who are in compliance with UUMC *Safe Sanctuary* policies.
18. **Additional equipment:** UUMC facilities possess both audio and video systems. Users should inform the church exactly what resources will be required and the level of expertise required to support the needs of your event.
19. In addition to the donations for a facility or room, the applicant must pay for the following if required: organist or pianist, soloist, audio/visual technician.
20. The applicant is responsible for security of their guests and the building(s) during the period of use.

As part of the consideration for being allowed to use University United Methodist Church buildings and grounds as well as appliance and fixtures, the applicant releases University United Methodist Church, its Trustees, employees, agents or representatives from any claim for damages, injury or death which may occur while participation in the Event. The applicant further agrees to save and hold harmless University United Methodist Church, its Trustees, employees, agents or representatives from any claim arising out of or participation in any form or fashion in the Event.

The applicant has read the “**CONDITIONS AND GUIDELINES FOR FACILITY USE**” and agrees to abide by these Conditions and Guidelines.

Acknowledged By: \_\_\_\_\_ Date: \_\_\_\_\_

Attach to Agreement for Use of Facilities