

BUILDING USE APPLICATION

All requests will be approved by authorized agent of Columbia Heights Church prior to scheduling on church calendar

Complete all fields on this form, read the information attached, and **sign the liability waiver**. Please return it to the church office with your donation. The Church office will contact you to let you know the status of your request. Please complete at least 2 weeks prior to your event.

TODAY'S DATE: _____ **DATE(S) OF EVENT:** _____

TIME: _____ am/pm **THRU** _____ am/pm (MUST INCLUDE SET UP AND CLEAN UP TIME)

TYPE / OR NAME OF EVENT: _____ **Event Time** _____

GROUP NAME (IF APPLICABLE): _____

RESPONSIBLE PERSON: _____ **E-mail** _____

COMPLETE ADDRESS: _____

DAYTIME PHONE NUMBER: _____ **EVENING PHONE NUMBER:** _____

Please checkmark the category that best describes your group:

(Ministry Group designation must be verified and signed by the Director of Operations of Columbia Heights United Methodist Church.)

Non-Affiliated Group: _____ **Partner Group:** _____ **Ministry Group:** _____

SUGGESTED DONATION (for hourly use, based upon church associated costs i.e., utilities, water, wear & tear, property maintenance, custodial, and administrative expenses):

(please check rooms you are requesting to use)

	Room No.	Partner Group	Non-Affiliated Group	No. of Hrs.
_____ Classroom/Youth	_____	\$10.00	\$20.00	_____
_____ Chapel	135	\$35.00	\$45.00	_____
_____ Conference Room	148	\$15.00	\$25.00	_____
_____ Family Life Center	129	\$50.00	\$60.00	_____
_____ Fellowship Hall	128	\$40.00	\$50.00	_____
_____ Kitchen Limited Usage	127	\$20.00	\$30.00	_____
_____ Kitchen Full Usage	127	\$30.00	\$40.00	_____
_____ Sanctuary	None	\$50.00	\$60.00	_____

Office use only: Total Donation \$ _____ Date: _____ Approved by: _____

Total Hours: _____ Paid: _____ Check #: _____ Cash: _____

Application Disapproved: _____ Reason: _____

LIABILITY

Liability Waiver: The following signatures indicate the party claiming responsibility for the building during its use and all participants under supervision and/or having equal participation of the building relative to the same use, here within relieve Columbia Heights United Methodist Church from all liabilities in the event of any injury or illness incurred while visiting the premises.

Date: _____ Responsible Party Signature _____

Group Name _____ Approved By: _____

Estimated Number of Persons Expected at this Event/Meeting: _____

- ✓ SIGN ABOVE WAIVER BEFORE SUBMITTING TO THE CHURCH OFFICE
- ✓ BE SURE TO INCLUDE SET UP AND CLEAN UP TIMES ON THIS FORM
- ✓ IF THERE ARE ANY SPECIAL NEEDS OR REQUESTS, PLEASE SPEAK TO THE OFFICE ADMINISTRATOR UPON SUBMISSION OF THIS FORM
- ✓ A COPY OF THE APPROVED FORM WILL BE MAILED TO YOU AT THE ADDRESS YOU SUPPLY ON THIS FORM
- ✓ IF EVENT IS SCHEDULED ON A SUNDAY, MONDAY, FRIDAY OR SATURDAY THEN AN "EVENING HOST" IS REQUIRED TO BE FOUND PRIOR TO SCHEDULING THIS EVENT.

For Office Use Only:

Event Host: _____

Date confirmed by Office Administrator (Check Here): _____ Initials: _____

Other Notes: _____

Editorial Revision: 6-30-16 smsr
Last Approved Revision January 19, 2015

Facilities Usage Rules and Regulations (copy to be kept by person requesting usage)

All groups using the building will be bound by the following conditions:

Building use is limited to the area(s) requested and designated restrooms. Groups will be financially liable for damage resulting from the use of congregational property and/or equipment and will reimburse Columbia Heights Church for such damages. Please report damages to the onsite church representative.

Scheduled events may be altered due to funerals or other unexpected church needs.

Please do not have deliveries shipped directly to the church or church office. Please have items delivered to an alternate address and bring items the day of your event.

Adult supervision **must** be provided for all events. To provide a safe environment for children and youth a minimum of two unrelated adults are required per fifteen (15) children.

At no time shall any of the properties of Columbia Heights United Methodist Church be used for illegal purposes or purposes unbefitting a place of Christian worship.

SMOKING IS PROHIBITED inside the Columbia Heights United Methodist Church building. You must supply your own cigarette butt container and remove from church property at the close of your event. As an affirmation of United Methodist Social Principles: POSSESSION OR USE OF ALCOHOLIC BEVERAGES, DRUGS OF ANY KIND, OR GAMBLING OF ANY KIND IS STRICTLY PROHIBITED on church property.

Heating and air conditioning in the building: the electronic HVAC controls will be pre-set by Columbia Heights Building and Facilities Manager. No one else is permitted to touch or alter these controls. If there is a heating or cooling problem during an event, please see the onsite representative on duty.

No one is permitted to operate any audio, visual, or lighting equipment. Items such as TVs and DVD players may be available for use with approval. Other equipment like projectors or sound equipment may only be used by Columbia Heights Church personnel who have gone through a training process for operating such equipment.

Photocopier: The copier located in the church office is for church use only. If you are a ministry group of the church, please see additional photocopy policy available in the church office.

Musical equipment may only be moved by authorized church personnel and must be approved one week prior to your event.

Signage and other wall mountings: Items are not to be removed from church walls. No signs or other items may be affixed to the walls, doors, or windows on either a temporary or permanent basis without permission from the Director of Operations, with the exception of something you put up at the time of your meeting which is removed at the end of your meeting, and only in approved designated places within the church. Specific and limited requests for space on the electronic sign may be approved. However, no additional outside signage will be permitted.

Tables and chairs are not to be moved from room to room without permission of the onsite representative.

Room Set Up: There is a standard set up to all rooms within the church. A diagram is posted in each room with the standard arrangement for each item in the room. If altering the set-up of any room, it is the responsibility of each group to return the room to the standard set-up at the close of your event. All rooms shall be left in the same condition in which they were found. The group or individual must return all furniture, including utility tables and chairs, to their original location, and deposit all bagged trash in the parking lot dumpster.

If use of the parking areas is required (other than for parking) you must properly dispose of all trash in the dumpster located at the back of the church.

Use of Kitchen supplies: Kitchen or pantry supplies such as cups, plates, coffee carafes, etc. are not an inclusion in the standard kitchen usage agreement unless granted permission by the United Methodist Women. Please notify the UMW if you are requesting to use these items.

Food Storage: If you are part of a ministry group and are authorized to store any food type items in any area of the church, all items must be labeled with your group name, current date, and intended date of use. Anything found in the refrigerator, freezer, or elsewhere that is beyond the date of intended use will be disposed of at our discretion. Any non-refrigerated items may be kept in your personal designated storage space but must be tightly sealed. Anything left on counters or in non-designated spaces will be considered "free for use" and may be claimed by another group, or will be disposed. Empty pop bottles and other recyclable materials should be put in the green trash can marked "recycling" near the back door of the kitchen.