

APPLICATION FOR CHURCH USE BY NON-MEMBERS

One Time Use Recurring Use Certificate of Insurance Attached? Yes No

Requesting Organization/Person: _____

Event: _____ Group Size: _____

Day of Week and Number of Days Requested (recurring use): _____

Date(s) Requested: _____

Time Period Requested - Start: _____ End: _____

Point of Contact (Full name and all contact info required)

Alternate Point of Contact (Full name and all contact info required)

Name: _____

Name: _____

Address: _____

Address: _____

Phone: _____

Phone: _____

Facilities Fee Donation ("good and valuable consideration")

First Hour \$40, Additional Hours \$20

Classrooms, Conference Room, Nursery, Parlor

First Hour \$40, Additional Hours \$20

Kitchen (Service of Liquid Refreshments and Prepackaged Snacks Only)

First 2-Hours \$85, Additional Hours \$40

Kitchen (Food Preparation Activities) (\$175 deposit required)

First Hour \$60, Additional Hours \$25

Fellowship Hall

First Hour \$50, Additional Hours \$25

Olweiler Room (no food or beverages permitted)

First 2-Hours \$70, Additional Hours \$35

Sunday School Auditorium

First 2-Hours \$140, Additional Hours \$70

Sanctuary (no food or beverages permitted. Audiovisual equipment additional charge)

Facilities and Furnishings/Equipment Requested

Nursery

Hrs:

Fellowship Hall*

Hrs:

Classrooms / # of Rooms:

Hrs:

Sunday School Auditorium *

Hrs:

Parlor

Hrs:

Olweiler Room*

Hrs:

Conference Room

Hrs:

Sanctuary*

Hrs:

Kitchen Refreshments Only

Hrs:

Kitchen (Food Preparation)* **§

Hrs:

Other

Hrs:

Weddings [†](Sanctuary/Conference Room/Parlor)

Hrs:

A fuel surcharge will be added from Nov 1 to March 31. Additional charge will be \$10/hr for Sanctuary and Auditorium and \$5/hr for each other room.

Clavinova

**Grand Piano (Sanctuary)

**Pipe Organ(Sanctuary)

Tables/Qty/Rnd/Oblon

Chairs / Qty:

* Denotes additional single charge of up to \$50 per event to reimburse Sexton for setup and/or additional cleaning requirements

**Denote a requirement with special requirements and or evaluation prior to approval for use

The undersigned agrees to abide by all the rules for use (see reverse) and will enforce these same rules for all persons attending their event. User will not infer use is approved without receipt of a copy of this document with all approval signatures completed.

Requestor Signature: _____ Date Signed: _____

THIS AGREEMENT MAY BE RESCINDED OR MODIFIED AT ANY TIME AND FOR ANY REASON BY GRACE U M CHURCH.

Supersedes all previous versions

November 2018 (Revised)

FORHURCH:OFFIC

CHURCH CALENDAR CLEAR

CALENDAR CHECKED BY: _____

TRUSTEE CHAIRMAN SIGNATURE

PASTOR SIGNATURE

PURPOSE OF THIS FORM: To identify all facilities requested by outside organization and to ensure the user and the church understand what parts of the facility will be used, the rules for users, the donations and fees associated with those areas being used and that adequate liability insurance has been verified as in effect to cover any mishaps or accidents associated with the use of the facilities.

STIPULATIONS

In addition to signing a USER AGREEMENT, the fees for facility use are the "good and valuable consideration" aspect of the contractual agreement to provide the facilities and as such are due in advance of the facility use.

User agrees to indemnify and hold Grace United Methodist Church Lemoyne (hereinafter the "UMC") and its officers harmless from any and all liability, including attorney's fees arising out of User's use of the above premises or the building of which the facilities are a part or the parking facilities on or adjacent thereto (hereinafter the "facilities").

User agrees to abide by and obey all laws, ordinances, and regulations promulgated by any government unit having jurisdiction in UMC's locale; User will not engage in any activities in violation of such laws, ordinances, rules and regulations.

The user will be responsible for all taxes, insurance and other costs related to for profit use of the facilities. Additional rules, requirements and regulations related to UMC kitchen use will be made available to those users as an addendum to agreements that include kitchen use.

The facility and all equipment will be maintained in condition equal to that when found and thoroughly cleaned before departing. Failure to clean the areas used may result in additional fees. Payment for broken equipment or damaged property will be the user's responsibility.

RESTRICTIONS FOR USE

- Users and guests will not engage in any activities in violation of civil laws, ordinances, rules and regulations
- No alcoholic beverages or "controlled substances" may be brought into or consumed on church property.
- Smoking is not permitted inside the public buildings or within 25 feet of the UMC Office entrance archway.
- The premises will be vacated by 9:00 pm or dusk (whichever is later) unless pre-approved by a UMC representative.
- The facilities and property may not be altered in any way without the approval of the Board of Trustees.
- Equipment may not be removed from the building or grounds unless approved by the Board of Trustees.
- Requests to use of the organ/piano(s) and the audio system(s) will be specifically approved by the Board of Trustees. No person will use these items unless judged as qualified to do so. Under no circumstance will the Sanctuary piano or any audio equipment be moved by users. Rearranging or repositioning these items will be accomplished by church personnel at the direction of the Board of Trustees.

All user items brought into the Church or onto the property will be removed at the conclusion of the approved user event.

Not for profit fund raisers may not be conducted in the facilities or on the grounds without Church Council approval. These activities will be addressed on a case-by-case basis and approval will be expressed in writing and recorded in the Church Council minutes for the meeting when the approval is given.

All food that is brought into the facilities and food waste created will be removed the same day. Leaving or storing any food in the facility will be specifically approved by the Board of Trustees prior to the user undertaking those activities. No food will be left on the premises without the expressed and written consent of the Board of Trustees. Approval to store food will be addressed for each event and treated as a separate and distinct issue (e.g., food will not be stored as part of a normal activity, nor will storage of food be inferred to be included as part of the event simply because approval was given in the past for the same or similar events).

- All food preparation, with the exception of coffee/beverage preparation, will be specifically approved by the Board of Trustees prior to the user undertaking those activities. In the case of coffee preparation, any coffee maker not belonging to the church will require approval for use by the Board of Trustees. This approval will be specific to a room where the appliance may be used. Coffee condiments for an approved user provided coffee maker may be kept with the appliance but will not require refrigeration and will be in single-serving, factory sealed packaging.