

**FOUNDATION UNITED METHODIST CHURCH  
BUILDING USE CONTRACT**

**Policies, Rules and Regulations Established by the  
Board of Trustees of  
FOUNDATION UNITED METHODIST CHURCH (FUMC)**

\_\_\_\_\_ The deposit and fee will be refunded if the reservation is cancelled no later than 48 hours prior to the event and obligated funds to the event staff such as nursery workers have not been used.

\_\_\_\_\_ Cleaning: (unless paid for in advance) the facilities must be left as clean as it was before the event. Trash goes in outside receptacles with new liners placed in garbage cans. Counter tops and surfaces must be wiped and cleaned. Floors are to be swept and cleaned. Dishes are to be scrubbed, washed and put away. Chairs are to be returned to original set-up without dragging the chairs across the floor. All of the above must be done before leaving the building.

\_\_\_\_\_ Delivery times for equipment, accessories, flowers, etc. to be used for the event are to be prearranged with church staff members at 254-780-9673.

\_\_\_\_\_ Smoking, alcohol, and vulgar language are prohibited on and in all FUMC properties and facilities. No loud or vulgar music and no games of chance are allowed as well.

\_\_\_\_\_ Children not under FUMC Nursery staff supervision and youth must be properly supervised.

\_\_\_\_\_ Any damage in excess of what is considered normal fair wear and tear will be decided by the FUMC Trustee Committee and must be replaced, corrected, or repaired at the expense of the individual, family, or group using the property. Breakage, defacement, damage and negligence are just some examples of not exercising reasonable care and judgment. The \$250 cleaning deposit may be used to cover such charges if it is not used to clean the buildings.

\_\_\_\_\_ FUMC reserves the right to pre-empt any facility use for its own use in the event of emergencies such as funerals. Notice will be provided as soon as possible for scheduling emergency conflicts.

\_\_\_\_\_ Payment of building use fees are due in a full two weeks before the event or FUMC reserves the right to cancel the reservation.

\_\_\_\_\_ Damages to vehicles are at the owner's expense and FUMC is not responsible for theft or damage to vehicles or personal property. FUMC works to maintain a safe and secure environment within the facility, but it is your responsibility to pay close attention to personal property and valuables and to not leave them unattended.

\_\_\_\_\_ Wedding parties may not use and/or throw rice, silly string, and/or birdseed.

\_\_\_\_\_ Entry into sound booth, nursery, or stage area without proper authorization is strictly prohibited and violation thereof is cause for loss of deposit.

\_\_\_\_\_ Maximum occupancy for use as dining areas is 255 in the Life Center and 131 in the Riley Center.

\_\_\_\_\_ Users who sign out keys and are assigned a security code are responsible for paying fees charged by the City of Temple for dispatching police and it is determined the cause of the alarm is due to the user failing to properly secure the building.

**Please read and initial on all points indicating you have read and understand the policies, rules and regulations set by the FUMC Board of Trustees then sign and date here:**

\_\_\_\_\_ **DATE:** \_\_\_\_\_

SIGNATURE

## RELEASE AND INDEMNITY OF FUMC

**A. FUMC is the owner of the real property and improvements located at 10751 W. Adams in Temple TX 76502.**

**B. Entities, individuals, or organizations that rent/use the property described above are referred henceforth as "User".**

**C. FUMC permits User to rent the property and improvements described above and User agrees to one of the following:**

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

**2. If User is an organization, the User represents that it carries standard general liability insurance coverage. If requested, User will provide FUMC with proof of general liability insurance.**

### **Acceptance of Responsibility**

**I agree to be responsible for the conduct and those coming to attend and participate in the activity for which this application is being made, and I agree to be responsible for any damage beyond normal fair wear and tear that may occur as a result of this activity. I will remove all signs (which may be hung by masking tape only) posted by 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 FUMC Board of Trustees, and I hereby consent to the Release and Indemnity Agreement.**

**Signature \_\_\_\_\_ Date \_\_\_\_\_**

**Print name \_\_\_\_\_ Title \_\_\_\_\_**

## BUILDING USE FEES

Fees are based on ONE FOUR hour segment of time (morning, afternoon, evening).

Use of the Life or Riley Centers require an initial deposit of \$250 fee which can be returned upon inspection of cleanliness and damages.

Circle needs below:

	Member	Non-member
Life Center	\$125	\$250
Riley Center	\$100	\$200
Life Center Kitchen	\$75	\$150
Riley Center Kitchen	\$50	\$100
Kitchen Steward (Required in Life Center)	\$75	\$75
(There will be an additional \$25/hr charge for each hour over 4 hours)		
Life Center Chairs (set-up and break down)	\$100	\$200
Riley Center Chairs (set-up and break down)	\$75	\$150
Life Center Nursery	\$25	\$50
Nursery #1 (2 Nursery staff required)	\$50/hour	\$50/hour
Nursery #2 (2 Nursery staff required)	\$50/hour	\$50/hour
***** <u>The church provides the nursery staff</u> *****		
Riley Center Nursery	None, must use Life Center Nursery	
Meeting rooms	\$50	\$50
Life Center Stage Equipment	\$100	\$100
	(for relocation and set-up)	
<b>MUSIC</b>		
Keyboard Musician	\$50/hour	\$50/hour
Vocalist per hour	\$50/hour	\$50/hour
Sound Equipment Usage	\$75	\$150
Sound System Operator	\$50/hour	\$50/hour
A/V Equipment	\$75	\$150
A/V Operator	\$50/hour	\$50/hour
Pastor's Fee (includes counseling, rehearsal and reception)	*honorarium*	\$300
Wedding Coordinator	\$300	\$300
<b>TOTAL:</b>		

Please sign and date below:

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**BUILDING USE CONTRACT**  
**Foundation United Methodist Church (FUMC)**  
**10751 W. Adams Temple TX 76502**  
**254-780-9673**

Date \_\_\_\_\_ Contact person's name \_\_\_\_\_  
Contact person's Phone # \_\_\_\_\_ email address \_\_\_\_\_  
Organization's Name (If applicable) \_\_\_\_\_

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Responsible Person's name \_\_\_\_\_  
Address \_\_\_\_\_  
Phone and email \_\_\_\_\_  
Event Name and Description of Activity \_\_\_\_\_

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Event day, date and time \_\_\_\_\_  
Set-up day, date and time \_\_\_\_\_

One-time event? Yes No    Recurring Event? Yes No  
Do you need: Life Center or Riley Center (Circle One)  
Will you require a pastor? Yes No  
Will you require a wedding coordinator? Yes No  
Will you need a kitchen? Yes No  
Will you require a keyboardist? Yes No  
Will you require chair set-up and breakdown personnel? Yes No  
Will you require a stage? Yes No  
Will you require use of audio and/or video equipment? Yes No  
Will you require a nursery? Yes No  
Will you require clean-up personnel? Yes No

Estimated Attendance \_\_\_\_\_ Type of Event? (Circle one) A B C  
Type A is a wedding or reception  
Type B is educational activities that are considered an extension of FUMC  
Type C is a civic and/or service activity such as musical groups, service clubs, fraternal organizations, etc.

Will food and drinks be consumed? Yes No  
Will you be using candles? Yes No  
If "yes" provide details \_\_\_\_\_

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Estimated Costs \$ \_\_\_\_\_

**Signatures:**

\_\_\_\_\_  
User Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
FUMC Staff Coordinator

Date: \_\_\_\_\_

\_\_\_\_\_  
FUMC Trustee

Date: \_\_\_\_\_