

SPACE USE REQUEST & AGREEMENT

UNITED METHODIST CHURCH of HARTFORD

571 Farmington Avenue, Hartford, CT 06105 (860) 523-5132

To request use of our facility, please fill out Section 1: Space Request and mail it to the church or email it to staff@umcofhartford.org at least two weeks prior to your event. When your reservation is confirmed, your deposit is due and this agreement (Section 3) is signed by both parties.

United Methodist Church of Hartford is a Christian community with a historic presence in the West End. We welcome a wide variety of groups into our space on a cost-sharing basis in an effort to support and nurture the community. We do this out of our faith conviction, respecting the differences among us all. However, the space we provide is not a neutral space. It is a sacred space where we worship and praise God, plan our ministries, and educate our children. When you come here for your event, we ask that our space be respected as such and that no sacred objects (crosses, banners, or other material relative to our faith), signs or bulletin boards be moved without explicit permission of the pastor. We know that you understand and respect this and thank you in advance for your full cooperation.

SECTION 1: SPACE REQUEST PLEASE COMPLETE ALL INFORMATION

Today's date: _____ (at least two weeks prior to event)
Name of Organization: _____ Phone: _____
Address of Organization: _____ Zip: _____
Fax: _____ E-mail: _____
Is your organization tax-exempt? _____ If so, tax exempt #: _____
What is the mission and purpose of your non-profit organization, if applicable?

Name of Contact Person: _____ Phone: _____
Address of Contact Person: _____ Zip: _____
Secondary Contact: Name: _____ Phone: _____

Date of your event: _____
Start time of your event: _____ End time: _____
How many people do you expect to attend the event? _____

Purpose of event or meeting:

Church equipment you would like to use (lights, piano, organ, sound system). Note than an additional charge may be applicable. Our sound system requires one of our sound managers to be present and to operate the equipment.

SECTION 2: SPACE COSTS

Space	Rate	Hours	Total
Sanctuary	\$400/ 4 hours then \$100/hour		
Wesley Hall	\$300/ 4 hours then \$100/hour		
Wesley Hall with kitchen	\$400/ 4 hours then \$100/hour		
Other	Varies		

You will also pay our sexton \$25/hour to open the building for you, due at the beginning of the event. UMC of Hartford reserves the right to adjust or waive fees; please note that the fee due the sexton will not be waived.

TOTAL COST: \$ _____	
Initial deposit (50%) due at signing: \$ _____	Date Paid: _____
Balance due by (2 weeks before first occupancy): _____	
Amount: \$ _____	Date Paid: _____

DAMAGE DEPOSIT (kitchen only): 50% of total	
Clean-up/Damage deposit:	
Amount to be paid: \$ _____	Date Paid: _____
Amount Returned: \$ _____	Date Returned: _____

Special Notes:

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SECTION 3: CONDITIONS FOR AGREEMENT FOR USE OF SPACE

1. **DO NOT REMOVE** any objects (crosses, banners, etc.) without permission of the Pastor. The Sanctuary is a sacred space. Please respect this. You may not use sacred objects (such as the altar table and pulpit).
2. **NO SMOKING IS ALLOWED ANYWHERE IN THE BUILDING.** An announcement should be made to this effect prior to the start of the event. You are responsible for the actions of all attendees at your event. A fine of \$200.00 will be issued if people from your event are found smoking. This fine will be deducted from your cleaning/damage deposit.
3. **Deposit:** A 50% deposit is required for the church to hold the space when you sign this agreement. If you cancel your event, we will return the full deposit up to 6 weeks before the reserved date. If you cancel the event two to six weeks prior to the event, half of the deposit will be returned. The whole deposit (excluding the damage deposit) is forfeited if you cancel the event less than two weeks prior to the event.
4. **Damage deposit:** A cash deposit may be required and will be held against cleaning/damage to the building. The deposit will be returned after the performance and appraisal of space cleanliness/damage to the building has been made.
5. **The Church Staff** is here to provide building security, custodial services and emergency assistance, not to be support staff for your event. You will pay church staff at \$25/hour directly to that individual in advance of your event. You are responsible to supply your own support for your event.
6. **Rules and regulations:** You agree that your personnel and representative shall read and observe at all times the rules described in this document pertaining to the use of the United Methodist Church of Hartford sanctuary and any equipment such as lighting, sound, etc. You are solely responsible for any damage and/or injuries resulting from failure to observe regulations. Please read ask any questions.
7. **The church building closes at 11:00 PM, sharp, EVERY EVENING.** All events will end by 10:00 PM in order to have time to clean up and exit by 11:00 PM. Time in the space after 11:00 PM is **NOT PERMITTED.**
8. **United Methodist Church of Hartford reserves the right to:** limit any/all technical equipment, props, sets, etc. which would in any way endanger the safety of the occupants of United Methodist Church of Hartford or fail to comply with the rules and regulations promulgated by United Methodist Church of Hartford.
9. **Condition of Space:** You shall restore the space you use to good order after each use in accordance to the rules and regulations promulgated by United Methodist Church of Hartford. The sanctuary must be returned to “worship condition” if it is used.
10. **Conduct of Activity:** In connection with your use and occupancy at United Methodist Church of Hartford, you shall not conduct your activities in such a manner as to constitute a nuisance or

disturbance to other occupants of the United Methodist Church of Hartford building or any person in the neighborhood.

11. **Equipment:** United Methodist Church of Hartford cannot be responsible for equipment or other items, including those left or stored on the church premises. The church staff has the right to dispose of any equipment or items left on church premises one week after the event has concluded.
12. **Publicity Material:** All publicity material is to be approved by the Church Administrator prior to release. All publicity material must specify the full name of the church, **United Methodist Church of Hartford** and “contribution” or “donation” for the ticket price, not “admission.” *Do not* put the church phone number on any publicity materials.
13. **Occupancy/Subletting:** You may only use the space for the purpose indicated in this agreement.
14. **Copyrighted Materials:** United Methodist Church of Hartford will be held harmless from any and all damages and penalties arising from the improper use of copyrighted materials by any group or individual entering into agreement with United Methodist Church of Hartford.
15. **Due Care/ Termination:** You shall at all times exercise due care in your use and occupancy of United Methodist Church of Hartford and its equipment. You shall not deface the walls or any part of United Methodist Church of Hartford. Nothing is to be nailed, thumbtacked, screwed, or taped to the walls or floor. Roller blading is not allowed at any time. United Methodist Church of Hartford retains the absolute right to terminate this agreement without prior notice if you in any way fail to adhere to the rules and regulations promulgated by United Methodist Church of Hartford.
16. **Calamity Clause:** You agree that United Methodist Church of Hartford shall not be liable for failure to provide the physical properties and services to you in the event that such failure is caused by acts or regulations of public authorities, labor difficulties, civil tumult, strike, epidemic, interruption or delay of transportation services, delays in construction schedules or any other cause beyond the control of United Methodist Church of Hartford.

17. **Indemnity:** The group or individual entering into agreement with United Methodist Church of Hartford shall indemnify and hold harmless United Methodist Church of Hartford from any and all claims arising during the period covered in this agreement for damages or injuries to property, and/or for any personal injury or loss occurring at United Methodist Church of Hartford, except such claims as may be the result of United Methodist Church of Hartford negligence; and from any lawsuits or judgments in any court of competent jurisdiction resulting from any such claims. United Methodist Church of Hartford will also be held harmless from any court costs and reasonable counsel fees that may be incurred by United Methodist Church of Hartford in defense of any such claim or suit. The Group or individual further agrees to indemnify and hold harmless United Methodist Church of Hartford from any and all claims arising from the publicity material advertising the group or individual’s event at United Methodist Church of Hartford.

I have read and understand the above indemnity clause.

Signed: _____ Date: _____

I have read, understand and agree to the rules for the use of church space described above.
I have read, understand and agree to abide by the conditions of this agreement. I understand that violation of the above can result in the termination of any space use agreement between myself, the group I represent, and United Methodist Church of Hartford.

Signature **Organization** **Date**

On behalf of the United Methodist Church of Hartford **Date**