

## Facilities Usage General Guidelines

\_\_\_\_\_ United Methodist Church invites groups, members, and visitors to use its facilities. Permission to use \_\_\_\_\_ UMC is granted by \_\_\_\_\_ after consultation, as needed, with the Pastor of Church Council.

To reserve the use of church facilities, the following information is needed:

### Organizational Information:

Organization's Name: \_\_\_\_\_

Date of Event: \_\_\_\_\_

Time of Event: \_\_\_\_\_

What time would you like access to the facility? \_\_\_\_\_

What time do you anticipate the event ending? \_\_\_\_\_

What is the purpose of the event? \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Is this a regularly scheduled event? Yes \_\_\_\_\_ No \_\_\_\_\_

If so, what is the frequency? \_\_\_\_\_

### Room Information:

How many people will be participating in this event? \_\_\_\_\_

Do you have a preference Location in the building? \_\_\_\_\_

### What items are needed by your organization for this event? (Circle all that apply)

Chairs	microphone	open space (nothing is the room)
Podium	chalk/white board	tables
TV	VCR	DVD

**Contact Person's Information of group who will be using the facilities:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone Numbers: Home \_\_\_\_\_ Cell \_\_\_\_\_

**Information of User Group:**

Name of Insured: \_\_\_\_\_

Name of Company/Carrier: \_\_\_\_\_

Policy Number and limits: \_\_\_\_\_

- You must provide a declaration page listing the church as an additional insured.

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Action on behalf of the church – Approved: Yes \_\_\_\_\_ No \_\_\_\_\_

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

Staff member who will lock/unlock will be located on the premises during the whole event. \_\_\_\_\_

**General Guidelines:**

1. Custodial Services – our custodial services are limited. Your group is responsible for room arrangements. A charge may be assessed if your group requires special services. Rooms may be rearranged, and equipment may be moved, however, the room and equipment must be returned to its original arrangement and location at the conclusion of the meeting or event. Rooms must be cleaned after each meeting.

Read and agree: \_\_\_\_

2. Supplies – church supplies (including Sunday school, kitchen, and related supplies) must not be used. Groups using the church facilities will be required to provide their own supplies.

Read and agree: \_\_\_\_

3. Smoke and Alcohol Free – All church facilities are smoke-free environments. Alcohol and drugs are not permitted on the premises.

Read and agree: \_\_\_\_

4. Damage to property – Damage to church property is to be reported to the church office immediately and a plan for repairs will be established with the organization's sponsor.

Read and agree: \_\_\_\_

5. Supervision of minors – Children and youth must always under adult supervision. Respect and care for the church facilities should be observed by all.

Read and agree: \_\_\_\_

6. Safe Sanctuaries – We are intentional in trying to prevent child abuse from occurring in our facilities and to the children in our community. All groups using these facilities must agree to follow our Safe Sanctuaries procedures.

Read and agree: \_\_\_\_

7. Covenant of Compliance – Before any group uses these facilities, its sponsor must read all guidelines and sign a covenant signifying that the group will abide by the rules.

Read and agree: \_\_\_\_

**Indemnity and Hold Harmless Agreement:**

I, \_\_\_\_\_ agree to indemnify and hold harmless \_\_\_\_\_ (church name), and their employees/volunteers, from and against all claims, including those arising out of strict liability, for damages, losses and expenses, including reasonable attorney fees in case it is necessary to file an action arising out of performance of the work/use herein, which is 1) for personal or bodily injury, illness or death, or for property damage, including loss of use, and 2) caused in whole or in part by negligent act or omission or that of a subcontractor, or subcontractor or third party may be liable. This indemnification and agreement shall apply in all instances whether (church) is made a party to the action or claim or is subsequently made a party to the action by third-party in- pleading or is made a party to a collateral action arising, in whole or in part, from any of the issues emanating from the original cause of action or claim.

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

Printed Name: \_\_\_\_\_