

## FACILITY USE AND/OR RENTAL FORM

This form is required for all facility rentals and all church sponsored meetings/events that are not submitted directly through CCB. Church Sponsored Groups should submit their recurring meeting dates on an annual basis for review by the Board of Trustees at their November meeting for the following calendar year, including the dates the group will NOT use the facility (i.e. the summer, etc.).

### APPLICANT'S INFORMATION

Applicant's Name \_\_\_\_\_ Date Submitted \_\_\_\_\_

Telephone Number \_\_\_\_\_ Email Address \_\_\_\_\_

Preferred Method of Contact  Telephone  Email Are you a member/attender of FUMC?  Yes  No

Group (if applicable) \_\_\_\_\_ Is this group a ministry of the church?  Yes  No

Is this group a non-profit group?  Yes  No *If yes, please provide a copy of your 501(c)(3) status annually.*

### FACILITY REQUEST INFORMATION

Date(s) Requested \_\_\_\_\_ Is this a recurring event?  Yes  No

If yes, how often?  Daily  Weekly  Monthly by Day/Date - When? \_\_\_\_\_  S  M  T  W  Th  F  S

Event Start Time \_\_\_\_\_ Event End Time \_\_\_\_\_ Estimated # of Attendees \_\_\_\_\_

Set-Up/Clean Up Time:  15 Minutes  30 Minutes  Other \_\_\_\_\_ Needed:  before event  after event  both

Purpose \_\_\_\_\_

Requested Room (s)  Fellowship Hall  Library  Parlor  Other \_\_\_\_\_

Kitchen Available ONLY to Members, Ministries, & Sponsored Scout Groups and requires an additional application.

Are there any occurrences where you will not meet during this period?  Yes  No If yes, please list the dates:

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

### FOR ALL APPLICANTS

While we will do all that we can to ensure that your use of the building is reserved, we are, most importantly, a church. Our staff works hard to preschedule events so that this is not a regular occurrence; however, while infrequent, situations do arise that may require us to switch your room or even possible cancel the event due to a church-held funeral or church family event. If this occurs, we will, of course, communicate with you as early as possible and refund any unused rental fees and/or deposits.

Please be sure to return the area you use to the same condition it was when you took possession of it. This includes emptying garbage cans if they are full or contain items that may become an odor issue. Garbage liners are located in the janitor's closet and our garbage dumpsters are located out the door in the kitchen. If you have used Fellowship Hall, additional chairs and tables are available in the storage closet in that room. (The storage closet is located in between the kitchen and the soda machine.) In this closet, there are also carts to place the table and chairs if you do not need them. Please see diagrams and instructions on cleaning and returning the room to its proper layout inside the doors of the storage closet. Please also be sure to check the bathrooms for overflowing garbage or cleanliness issues.

Before using the facilities, please be sure to review (and share with your guests) the FACILITY USE POLICIES. A copy should be provided to you when you fill out this application. It is also available on our website: [www.FUMCCP.org](http://www.FUMCCP.org), under 'forms.'

On the back of this sheet, please indicate what regular set-up and restore services you'll need for recurring or one-time requests. Some options are not available for all groups, but we will try to accommodate your needs and/or communicate our limitations. Please include information for tables, seating, and lecterns. For church sponsored groups and ministries, please indicate what audio, visual, and sound equipment you may need. If you are applying for a recurring event but may have special requests for one of those events, please communicate those needs with the office and custodial staff.

## SET UP AND RESTORE SERVICES

Tables and Chairs \_\_\_\_\_

Chairs Only \_\_\_\_\_

Buffet Line Tables \_\_\_\_\_

Lectern \_\_\_\_\_

Audio/Visual Equipment (for FUMC Ministries only) \_\_\_\_\_

Sound System (for FUMC Ministries only) \_\_\_\_\_

Other \_\_\_\_\_

Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

## FOR ADMINISTRATIVE USE ONLY

Form received \_\_\_\_ / \_\_\_\_ / \_\_\_\_ by \_\_\_\_\_

Price Quoted (if applicable) \_\_\_\_\_

Requires Trustees Approval:  Yes  No Date provided to Trustees \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Approval Granted  Yes  No By \_\_\_\_\_ Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Entered into CCB Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Facility Rules Provided/Layout Information Provided/etc. Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

Lock System Information (notes below) Date \_\_\_\_ / \_\_\_\_ / \_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Payment Receipt Date \_\_\_\_\_  Check # \_\_\_\_\_  Cash  Other \_\_\_\_\_

Total \_\_\_\_\_ Rental Portion \_\_\_\_\_ Deposit Portion \_\_\_\_\_

Deposit Return Decision by \_\_\_\_\_ Return Deposit  Yes  No

If yes or no, please detail the communication with applicant and the return (or not) of the deposit back:

\_\_\_\_\_

\_\_\_\_\_

## **WELCOME**

Welcome to First United Methodist Church of Crown Point. Families and non-profit community groups may use the facilities of First United Methodist Church of Crown Point (hereafter referred to as the Church) according to the following guidelines. It is the Church's desire to show hospitality to all. However, the Church reserves the right to refuse any application for use of the church facilities and all applicants agree to hold the Church harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of the Church property and facilities. The Board of Trustees is responsible for the oversight and use of the Church property.

All groups using the church are expected to leave the facilities in the same condition as, or better than, they were found.

The user or group representative, by signing the FACILITY USE and/or RENTAL FORM, agree to hold harmless and indemnify the Church with any claim or loss, injury or damage because of negligence or wrongful performance of the user, including damage to the building, furnishings, equipment or property. Liability insurance for such coverage may be required for users as determined by the Church. A certificate of insurance may be required with the Church FACILITY USE and/or RENTAL FORM.

## **APPLICATION and FEE PROCESS**

Anyone wishing to use the Church's facilities should contact the church office for an application (FACILITY USE and/or RENTAL FORM.) Scheduling will also be done through the office. Any event must have the approval of a representative of the Board of Trustees at that time and/or after the completed Application is received. The Application will include a copy of this Facility Use Policy along with our standard Facility Use Fee Agreement for information purposes. The completed application will be returned to the church office. If approved, a copy will be returned to the Applicant with a definite established fee with instructions on payment in order to finalize reservation of the desired date. All applications for fund raising events shall be submitted to the Board of Trustees for final approval.

Any fee paid for the use of the facility that does not occur will be reimbursed, upon request, less any expenses incurred by the church. If any questions arise concerning the amount to be refunded, the Board of Trustees shall make the final decision. However, Applicant is responsible for any additional fees incurred when the time of the event exceeds the initial agreement. The representative of the group who signs the application form is responsible for the group and the applicable fees.

The Trustees and the Pastor have the authority to waive or alter suggested fees and facility use to tailor them to a specific event. Payment IN FULL is expected after application is approved.

## **CHURCH SPONSORED GROUP OR MINISTRY EVENTS**

In order to maintain a Church calendar and avoid scheduling conflicts, the Administrative Assistant shall coordinate the scheduling of the use of Church facilities subject to the direction of the Board of Trustees. All Church organizations, programs, and sponsored groups (Examples: UMM, UMW, Trustees, Committees, Study Groups, etc.) shall submit a written application (see reverse side) for use of the facilities for regularly scheduled (monthly, semi-monthly, bi-monthly, etc.) meetings on an annual basis to the Church office by November 30<sup>th</sup>, including dates they will not use the facility (if the group will not meet during the summer). Failure to file this form in a timely manner may result in the group being denied use of the requested room and/or equipment

All Ministries/Non-Profits that are sponsored by or a part of First UMC are responsible for the care and presentation of our facility. All parties scheduled and approved by the Board of Trustees and Administrative Assistant will have the responsibility of keeping our facilities clean and prepared for the next ministry/group using the facility. This includes the requested rooms/resources as well as the public locations that may have been used throughout the course of your event i.e. bathrooms, hallways, etc. Upon requesting usage of our facilities, we ask that a \$100 security deposit be given to the Administrative Assistant.

This deposit will cover costs associated with returning the facilities to its original state. Damage, unnecessary cleaning, and any other cost associated with a specific event/groups lack of care of the facility. The amount to be utilized for all situations will be decided by the Board of Trustees. Once the amount has been decided and funds have been transferred, the Security Deposit will need to be replenished to \$100 to continue usage of the facility. If after all of your scheduled events have taken place and all of your deposit is still available, the money will be returned to the appropriate group's leader.

## FACILITY USE FEE SCHEDULE

ROOM	FUMC SPONSORED GROUP OR MINISTRY	FUMC MEMBER OR ATTENDER	NON-MEMBER
Parlor • <i>Maximum 55 people</i>	*	\$50	\$75
Classroom or Library	*	\$25	\$25
Fellowship Hall ( <b>NO</b> Kitchen Use) • <i>Maximum 230 people</i>	*	\$150	\$275
Fellowship Hall ( <b>WITH</b> Kitchen Use) • <i>Maximum 230 people</i>	*	\$200	NOT AVAILABLE
Kitchen Only	*	\$100	NOT AVAILABLE

\*Please see the Security Deposit information in the CHURCH SPONSORED GROUP OR MINISTRY EVENTS

## GUIDELINES FOR USE OF BUILDING AND FACILITIES

The facilities shall be used for only that activity listed on the application. Users shall use only the part(s) of the facility reserved, and shall not enter or use any other part. All food and beverages must be kept in the area(s) designated to them by Church staff prior to the event.

All those using the facilities are asked to show respect for all property, and are expected to leave rooms and spaces as they were found. This includes removing all trash from the area used and placing it in the outside receptacles, returning any supplies to designated storage areas, cleaning up all used spaces, turning out lights, and securing doors and windows.

In order to ensure the safety of all event participants, as well as the security of the Church's facilities, all exterior doors must remain closed unless attended. This policy applies to regular Church meetings and rehearsals as well as to special events.

Property reported damaged shall be assessed by a church representative who will determine whether the damaged property can be repaired to its original condition or should be replaced. Upon this determination, the person responsible for renting the facilities shall be notified of the estimated cost of the repair or replacement. Any missing items will need to be replaced. This also is the responsibility of the person who signed the "FACILITY USE and/or RENTAL FORM. The appraisal of the Board of Trustees shall be the final determinant in all cases of damage or misuse.

Alcoholic beverages or the use of non-prescription drugs or controlled substances, gambling or firearms are **NOT** allowed on church property. Smoking or the use of tobacco products is prohibited anywhere in any church building or within 100 feet of entrance doors.

No animals, except service animals, are allowed in any church building. Any exception to the above rules must be approved by the Board of Trustees.

The church is not responsible for the loss of any personal items. If an item is lost, they may check with the church office.

Adequate adult supervision shall be provided by the user for all youth and children's activities.

## DECORATING GUIDELINES

Posters and various forms of decorations are NOT to be tacked to the wall, ceilings, floors or woodwork. No posters or decorations are to be placed on the walls higher than ten (10) feet from the floor. Under no circumstances are nails, screws or staples to be used. The use of portable boards and easels is encouraged. Please observe the following rules while decorating for your event:

When attaching decorations, use masking tape or a poster putty type material. (No nails, tacks, staples, tape (other than masking tape) or glue will be used. Do not use anything that will lift off or damage pews, wood, fabric, carpet, paint or anything else on the church property.

Use of glitter or confetti inside the building is prohibited.

All decorations must be completely removed after your event

## **KITCHEN-SPECIFIC GUIDELINES**

Any person or group authorized to use the kitchen is responsible for knowing beforehand how the equipment functions and must leave the kitchen as they found it. Some requirements when using the kitchen are:

The kitchen exterior door must remain closed at all times to comply with Health Department regulations.

Cleaning, drying, and putting away all pans, dishes, etc.

Cleaning countertops, stove, refrigerator, and all other equipment used.

Removing all left over food

Placing all trash and recyclables in the appropriate bins.

Sweeping and mopping any spills

## **FELLOWSHIP HALL-SPECIFIC GUIDELINES**

Any person or group authorized to use Fellowship Hall are required to know beforehand how the equipment to be used functions. Some requirements when using the Fellowship Hall are:

Set up and tear down of tables and chairs

Washing all tables that are used

Returning tables and chairs to storage area, as needed

Sweeping and mopping all floors (if there are spills, etc.)

Removal of all trash and recyclables to appropriate bins

Removal of all decorations, including tape, etc.

## **GUIDELINES FOR ALL ROOMS**

Windows are not to be opened if the heat or air conditioning is in operation.

If windows are opened, you are responsible for closing *and locking* each window.

All lights must be turned off when your event is over.

Tablecloths are available to Church Sponsored Events only.

Reception, dining, and cooking equipment is available to church members and church sponsored groups and events provided that all equipment is properly washed, dried, and put away after use.

In order to ensure the safety of all event participants, as well as the security of the church's facilities, all exterior doors must remain closed unless attended.

If you unlock a door, you must relock it immediately after you are finished using it.

All trash and recyclables must be removed to appropriate bins

All decorations, including tape, etc. must be removed