

REQUEST FOR USE OF FACILITIES

Thank you for your interest in Main Street United Methodist Church’s facilities. Main Street United Methodist Church (MSUMC) is happy to share our facilities with **non-profit groups, and organizations that contribute to the mission of MSUMC. Utility and maintenance costs make usage fees necessary**, and apply to all groups, whether members of the group are members of MSUMC or not; for those fees please refer to the *Policies for Use of Facilities*. **After the REQUEST FOR USE is completed, the Building Steward, a representative of the MSUMC Trustees, will contact the responsible person from the requesting group to review the expectations and needs for the event. If approved, a schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be provided. All activities are scheduled on the master church calendar only after requests have been approved.**

TYPE OF MEETING/EVENT: _____

NAME OF GROUP/ORGANIZATION: _____

Day/Date(s): _____ **Time event will begin:** _____ **Time expected to end:** _____

Number of People Expected: _____ **Set up time:** _____ **Cleanup & Take down until** _____

Rooms(s) Requested: Sanctuary [Fire code capacity: Main Level – 325, Balcony – 125] ***Restrictions on use do apply**

- Nursery Spares & Pairs Classroom [34 & 35] Mini Kitchen
 Christian Fellowship Classroom [#18] Baraca/Berean Classroom [#23] Young Adult Classroom [#22]
 Fellowship Hall [Fire code capacity / # of persons: Seating in chairs only – 377; Standing only – 880; Table & Chairs – 176]
 Fellowship Hall Kitchen **If Kitchen Use Requested, Please specify needs:**
 serving counter only refrigeration stove & oven convection oven ice machine

EQUIPMENT REQUESTED: NOTE: Please write number needed beside each item checked.

Tables #: _____ Chairs #: _____ [User is expected to set up and take down tables and chairs] Sign holders #: _____

Sound Equipment [NOTE: Sound Operator must be present.] Specify: _____

Instruments [Note: Special permission & Instructions apply] Piano Organ (MSUMC Organist must be contacted for approval)

PLEASE SEE OTHER SIDE OF THIS FORM TO PROVIDE MORE DETAILS AND INFORMATION.

Responsible Person [PLEASE PRINT First & last name] _____ Phone: _____ e-Mail address: _____

If event is for minors under age 18, provide names & contact of Adult Leader(s) **to be in attendance the full time** of the meeting/event:

Name _____ Phone : _____

Name _____ Phone: _____

I will assume responsibility for enforcement of the MSUMC Building Use Policies and will be in attendance at all times while the building is in use. If requested, I am able to provide proof of 501C-3 status and provide certificate of liability insurance.

Signature of Responsible Person

Date

For use by church office: **Date Request Received:** _____ **Payment received: Amount:** \$ _____ **Ck#** _____

Request approved by Pastor? Yes No **Pastor:** _____ **Date:** _____

Building Steward has contacted and approves use: _____ **Date:** _____

Activity placed on calendar: **Name:** _____ **Date:** _____

Others needing the information have been notified: Sexton Organist/Pianist Sound Technician Kitchen Steward

Copy of approved/denied form sent to Responsible Party

This questionnaire must be completed and submitted to the Building Steward for review and approval for concerts/events which will be attended by the general public. Approval of the use of the facilities does not constitute or imply endorsement or sponsorship of a group, their mission, or their positions. Groups approved to use facilities may not advertise the event in such a way as to imply endorsement or sponsorship by the church or congregation. No activities or advocacy may take place within MSUMC buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

Please describe in detail the purpose and/or nature of the proposed activity your organization intends to hold in our facilities. _____

Provide the Name of the insurance company with which you have liability coverage:

Provide the name(s) of the responsible person(s) who will be present during set up and event:

Do you need a key for entry and set up? Yes No

What time will person(s) arrive for set up? _____

Do you need use of the sound system? Yes No

Do you need special lighting? Yes No

Please provide name and contact information for the person who will meet with a MSUMC designated Sound Operator before the event. _____

What equipment will you provide for the activity? _____

What time will doors open to the public? _____

How will event attendees' entry be controlled? (Circle appropriate answer)

Pre-sold tickets Admission fee at door Free admission to all Pay what you will

Will anything be sold or distributed at event? Yes No

If yes, please describe: _____

Will there be music? _____ If so, type: _____

Will there be food? _____ If so, type: _____

Will food be prepared on the MSUMC premises? Yes No

Do you need use of the refrigerator? Yes No

Please provide the name and contact information for person who will meet with the MSUMC Kitchen Steward:

Are volunteers designated for clean up? Yes No

Do you have parking attendants assigned? Yes No

Will your event require special arrangement or set up? Yes No

If yes, please submit a set up plan to the Building Steward a minimum of one week prior to the scheduled event.

Set up and take down is the responsibility of the user and must be completed the same day of the event unless the BUILDING USE AGREEMENT states otherwise.

MAIN STREET UNITED METHODIST CHURCH POLICIES FOR USE OF FACILITIES

The Trustees Committee of MSUMC, with Church Council support, has enhanced its commitment to hospitality by adopting a "Building Use Policy" that encourages utilizing and sharing facilities while maintaining responsible stewardship of valuable assets. After the **REQUEST FOR USE** form is turned into the office, the **Building Steward**, a representative of the MSUMC Trustees, will contact the user, or a representative, to determine whether the request will be approved. The Building Steward will review conditions of the church for usage; the expectations and needs for the event; and if approved, set a schedule for room set-up and clean-up as needed. A schedule of fees for building usage, custodial and/or technical service, and other financial commitments necessary for the event, will be given to the user at this time. **All activities are scheduled on the master church calendar only after requests have been approved.**

MSUMC facilities and equipment exist for the primary purpose of being used by its members through its organizations and ministries. The priority of use is as follows:

1. Recognized groups within the church: church services; Regularly scheduled church and church related activities
2. Church Members - Weddings; Funerals; Receptions; Wedding and baby showers; Birthday and anniversary parties.
3. Non-profit 501C-3 community organizations, and schools. Proof of insurance and proof of 501C-3 status may be requested.

NOTE: Use will not be approved for political groups or for-profit individuals and organizations. MSUMC will not approve usage by groups or individuals, member or not, for events/activities which result in personal or monetary gain or profit.

Outside groups can request space up to three months prior to the date of the event. The user understands that Main Street United Methodist Church reserves the right to cancel and/or change room assignments up to 48 hours prior to any event.

GENERAL USE: Meetings and activities must be confined to the areas of the church and property as requested and approved on the **REQUEST FOR USE** form. **Users are expected to leave the building clean and in the same condition it was in prior to the event and must remove all items associated with their program immediately following the event.** Furniture or equipment may not be moved without the permission of the Building Steward. The user will be held responsible for any damage done to church property, and the user assumes liability for injuries to persons attending the event and for damages or loss of user's property. The conduct of all persons attending programs is to be respectful of the property, and to maintain noise levels that respect others in adjoining spaces.

SOUND SYSTEM: Only trained and authorized persons designated by the Building Steward may operate the sound equipment and lights. If sound and/or lighting are being requested during the event, the request should be made at least four weeks in advance to ensure the likelihood that designated Sound and Light Operators will be available. Please do not enter or place equipment in the sound booth without authorization by the Building Steward and designated Sound Booth Operator(s).

SANCTUARY USE: The Sanctuary is a place of worship and it is under the discretion of the Lead Pastor to determine if an event is appropriate for Sanctuary use. Proper attention to the chancel area and furniture must be observed. The Altar/Communion table may not be used for anything other than worship. There will be no exceptions. No guest individuals, groups or organizations may move Sanctuary furniture, communion rails, or instruments without approval from the Lead Pastor. [Approval may be requested through the Building Steward]. **Under no circumstances may food or drink other than water be taken into the sanctuary areas.**

INSTRUMENTS: The digital keyboard, and drum set may only be used by MSUMC church musicians. The Kawai grand piano may only be tuned by a craftsman designated by MSUMC *at the user's expense*. Tuning must be arranged through MSUMC's Building Steward and organist/pianist. Use of the organ must be approved by MSUMC's organist.

Fellowship Hall

- Any items brought into the fellowship hall from outside must be removed after the event.
- Floors must be swept and tables wiped clean.
- Tables and chairs must be returned to the way they were found.
- Trash must be placed in plastic bags and put in dumpster outside.
- Doors must be locked and lights turned off

Kitchen – Responsible Person must meet with the Kitchen Steward prior to event.

- Any items brought into the kitchen from outside must be removed after the event.
- All meals and drinks prepared on-site must be prepared in the kitchen.
- Community groups using the kitchen are required to furnish any supplies needed: table covers or place mats, napkins, detergent, towels, paper towels, wax paper, foil, trash bags, etc.
- **ALL DISPOSABLE SUPPLIES MUST BE FURNISHED BY THE GROUP USING THE FACILITY.**
- Food marked for another event must not be disturbed.
- After the event, all kitchen items used in the event must be cleaned and returned to their original location.
- Kitchen floors must be swept and counter tops wiped clean.
- Trash must be placed in plastic bags and put in dumpster outside.
- Doors must be locked and lights turned off.

Fire regulations require that no doorways or hallways will be blocked. No exterior doors will be propped open.

Parking: Please honor the parking places reserved for van parking and handicapped persons. Attendees **may not** park in the Reynold's Funeral Home parking lot.

Alcoholic beverages, illegal substances, and weapons are not permitted in the buildings or on the grounds of the church.

Smoking is not permitted in the buildings or around the main entrances of the church building. A sand filled urn is placed at the lower Sunday School entrance near the Church Van parking area. **This is the ONLY AREA where smoking is permitted.**

Children and youth must be under the control of their parents or adults at all times and are not permitted to roam freely on church property. All children or youth activities will be supervised by a minimum of two (2) adults over the age of 21 at all times. MSUMC's Child Protection Policy will be provided and followed during use.

Free standing 8 ½"x 11" wooden sign holders and sign holders for entranceway doors are available upon request for signage – nothing is to be taped or attached to any surface.

The Responsible Person for any use of facilities must read and be familiar with the MAIN STREET UNITED METHODIST CHURCH POLICY FOR USE OF FACILITIES. The Responsible Person must be present during the entire time of use or provide the name of a designated person who will be present to ensure:

___ All rooms are left as they were before the event.

___ All furniture and/or equipment is returned to its original position.

___ All trash is removed and placed in the dumpster, and clean trashcan liners have been placed in the can.

___ Floors have been checked and are free of trash, spills, etc.

___ Bathrooms are clean and in order and trash receptacle is emptied.

___ Incidents and/or damages are reported to the Building Steward as soon as possible.

___ All children or youth are picked up by parents or a responsible party, if the event is for children and youth.

___ All items brought in by the guest group have been removed from the premises.

___ Check out is completed with the office staff or person on duty if the church office is open.

___ All interior lights are turned off if the church office is closed or no staff member is on duty.

___ All external doors are locked and properly closed if office is closed or no staff member is on duty.

___ Church alarm system is armed as appropriate.

Approval of the use of the facilities does not constitute or imply endorsement or sponsorship of a group, their mission, or their positions. Groups approved to use facilities may not advertise the event in such a way as to imply endorsement or sponsorship by the church or congregation. No activities or advocacy may take place within MSUMC buildings or grounds that conflict with the bylaws and the practices of this congregation and the denomination.

The Board of Trustees reserves the right to modify the above building use policy, without prior notice to the user. The Building Use Committee, comprised of the Building Steward and two designated members of the MSUMC Trustees committee, has the authority to make any decisions regarding user requests not clearly addressed in this policy.

BUILDING USE FEES: Main Street United Methodist Church has adopted a schedule of fees to defray costs of utilities and maintenance. In each case, the appropriate fees and/or deposit will be paid as determined by the Building Steward below in the BUILDING USE AGREEMENT.

Refundable Key and Cleaning Deposit **\$100**

The areas available for use and fees:

Sanctuary **\$100 per day**

Fellowship Hall **\$50 per day**

Kitchen **\$25 flat fee per use**

Young Adult Classroom **\$10 flat per day**

Mini Kitchen **\$10 flat fee per use**

Spares and Pairs Classroom **\$10 per day**

Barraca/Berean Classroom **\$10 per day**

Christian Fellowship Classroom **\$10 per day**

Nursery **\$10 per day**

Main Street United Methodist Church assumes no responsibility whatever for any property placed in the facility by users. By signing this agreement, organizations and groups using the church facilities release the church from any liability of any kind of nature for loss or damage to property or injury to any person in connection with the organization's use of facilities. The organization agrees that it will save harmless and defend Main Street United Methodist Church from all claims, judgments, suits, costs, charges, damages, and expense of any nature whatsoever that may accrue to persons or property on account of or arising by reason of the organization's use of church facilities under this agreement. A Certificate of Insurance shall be provided by all outside groups holding events with public attendance, naming Main Street United Methodist Church as an additional insured, for the purpose of covering liability and property damage or accidents that might occur on church property.

In cases of inclement weather, Main Street UMC reserves the right to cancel all activities including those of guest groups. A refund of any building use fees would be issued.

BUILDING USE AGREEMENT:

IT IS UNDERSTOOD THAT THE ABOVE CONDITIONS LISTED CONSTITUTE A CONTRACT BETWEEN MAIN STREET UNITED METHODIST CHURCH AND _____
EFFECTIVE FROM _____ to _____. **Any requests for changes to this agreement must be submitted in writing and approved before the activity/event is held.**

Total Fees \$ _____ Due: _____

Please make checks should be made payable to MSUMC, and Use Fee noted on check memo line.

I have read, understood, and agree to abide by this building use agreement and to make every effort to ensure that volunteers and guests do likewise. I assume responsibility for enforcement of the MSUMC Building Use Policies and will be in attendance at all times while the building is in use. I agree to make payment in full for usage fees by the due date.

Responsible Party: _____ Date _____

Building Steward: _____ Date _____