

Mt. Pisgah United Methodist Church-Facility Use Policy and Agreement

March, 2020

1. The Mt. Pisgah UMC (MPUMC) Trustee Board has overall responsibility for usage and maintenance of all church facilities
2. Use of the facilities is limited to MPUMC members and groups.
3. Church events take priority over any non-church event.
4. A \$25 deposit is required to reserve the use of the fellowship hall/kitchen area.
5. A fee of \$25 to \$50 will be charged for set up of chairs and tables.
6. An institutional dishwasher is available but it must be operated by a church approved person who will be paid directly.
7. The facilities of MPUMC are for the use of the membership of the church. There will be no charge for MPUMC related programming (i.e., Youth, Vacation Bible School, Community Luncheons, etc.).
8. As the Trustees deem appropriate some community groups and some nonprofits (i.e. Girl/boy Scouts) will be able to use the facilities at no charge.
9. The facilities are not to be used for purposes to run a for profit business
10. All requests for usage of the facilities should be made by calling the church office.
11. The person or group using the facility is responsible for basic cleaning and securing all doors. This includes placing trash in receptacles, turning off all lights, leaving heat/air on automatic settings, washing/drying all dinnerware, silverware, utensils, etc. and returning these items to their original locations, turning off all ovens and appliances, and wiping down table/chairs. If it is determined by church staff that additional cleanup is necessary, the user agrees to pay the church for any such additional cleanup.
12. There will be no alcohol or controlled substances allowed on church property.
13. There is No smoking or use of any kind of tobacco products inside the facility. Smoking is allowed only in designated smoking areas outside as determined by the Trustees.
14. No pets are allowed in church buildings, with exception of service animals.
15. Any activity scheduled must be properly supervised. Two or more adults must accompany all children and or youth groups at all times.
16. Decorations and displays must be limited to the inside of the building, unless request has been submitted in writing and approved. They must be attached to tables, bulletin boards or easels with masking tape or must be free standing. No decorations or displays may be attached in any manner to walls, ceilings, doors or other permanent parts of the building. No glitter or confetti is allowed.
17. Sale of merchandise on church property is prohibited, unless approved in advance.
18. Each group will:
 - a. Use only the space and equipment specified at the time of their application
 - b. Prevent its members and guests from going into closets or other rooms without permission
 - c. Release the church, its members and employees from any and all claims, demands, actions, losses or expenses of any kind arising from the use of church facilities or equipment of by church member or employee
 - d. Pay all fees 30 days prior to event, or when reservation is approved, as applicable.
 - e. Reimburse the church for full replacement or repair of any and all damage or loss to its facilities, equipment or property arising from use by the group.
 - f. Not use sound systems or musical instruments belonging to the church unless they are operated by authorized church personnel.
19. All damages or items needing repair should be reported to the church immediately.

Accident Disclaimer: Use the facilities at your own risk. MPUMC is not responsible for injuries that occur on church property.

By signing below, I acknowledge that the above policy has been read and fully understood, and I agree with its content.

Signature: _____ Date: _____

Print First & Last Name: _____ Phone: (____) _____ - _____

Application For Facility Use

Responsible Party: The responsible party is the one accepting all liability for this event by signing the Facility Use Agreement and this person is also the main contact for this rental.

Name : _____

Email address: _____

Phone Number: _____

Date of the Event: _____

Beginning Time: _____ Ending Time: _____

Purpose for Facility Use: _____

Room/Rooms requested: _____

Expected number of people attending: _____

If any of the following items are needed for your rental, please specify how many of each.

Round Tables: _____

Rectangular Tables (8' long): _____

Chairs: _____

Sound Equipment (requires hourly pay for a member to be present and operate the use of sound equipment; use of musical instruments is not permitted unless granted directly by the Director of Worship):

Microphones: _____

Music played over sound system: _____

Projector (for slides and/or videos): _____

Any other specific requests not mentioned above:

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By signing below, I acknowledge that the Facility Use Policy has been read and fully understood, and I agree with its content.

Signature: _____ Date: _____

Print First & Last Name: _____ Phone: (____) _____

Approved by: _____ Date: _____