

**REQUEST FOR USE OF FACILITIES
MCMANNEN UNITED METHODIST CHURCH**

Name of Organization _____

President or Chairperson _____

Contact person _____

Address _____

Phone Home _____ Cell _____

E-mail _____

If request is for use on a regular basis, how often _____

What space is requested for use _____

Date and times requested _____

How will space be used _____

Which rooms will be used _____

Approximate number of persons attending _____

If children are expected, who will provide adult supervision _____

Will food and drink be served _____

Will use of kitchen be necessary _____

Does organization carry liability insurance _____

Describe your organization- function, purpose, goals, activities involved:

**REQUEST FOR USE OF FACILITIES
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(concluded)**

_____ requests the use of _____ (which rooms) at

MUMC for the purposes described in our application for facility use on _____

(date), from _____ to _____. Contact Person _____ has read and agreed to follow the rules of conduct for MUMC.

Contact person _____ Date _____

Address _____

Phone: _____ Cell Phone: _____

e-mail _____

Name or organization _____

Trustee Approval/Denial by _____ Date _____

Failure to clean up after use (especially the kitchen) will result in the loss of any deposit and may result in the loss of future building use. Leaving a deposit does not justify leaving a mess. Deposits will be returned upon satisfactory inspection of the facility being used. Multiple deposits are required for the use of multiple facilities.

Indemnification. *Renter hereby indemnifies and holds harmless MUMC, its employees, officers, and directors from any damages, actions, suits, claims, or other costs (including reasonable attorneys' fees) arising out of or in connection with any damage to any property or any injury caused to any person (including death) caused by Renter's use of the Space, including any acts or omissions on the part of Renter, its employees, officers, directors, independent contractors, or other agents. Renter shall notify MUMC of any damage or injury of which it has knowledge in, to, or near the Space, regardless of the cause of such damage or injury. All injuries should be reported to the church office no longer than 24 hours after the injury occurs. I agree to the terms as set forth above and to be responsible for the conduct of all guests.*

Applicant Signature _____ Date _____

For office use:

- | | |
|--|---|
| <input type="checkbox"/> Event on calendar. | <input type="checkbox"/> Facility policies given. |
| <input type="checkbox"/> Access code/information | <input type="checkbox"/> Proof of insurance received. (if applicable) |
| <input type="checkbox"/> Fee paid. (if applicable) | <input type="checkbox"/> Safe sanctuary requirements met |

Does the event require Safe Sanctuary-certified staff? If yes, provide proof that supervisory staff satisfies all Safe Sanctuary requirements.

Attachment A: Facility Usage Fees

	Church Groups	Non-Church Groups
Wedding Service		
Pastor	\$400	\$400
Organist/Pianist**	\$300	\$300
Technology 2 hr min. ****	\$150	\$150
Funeral Service		
Organist/Pianist**	\$200	\$200
Technology 2 hr. min.****	\$150	\$150
Cleaning Service Deposit (Returned if no cleaning required) ***		
Sanctuary	\$100	\$100
Fellowship Hall	\$100	\$100
Education Building/Basement	\$100	\$100
Use of Facilities		
Sanctuary	Free	\$250
Fellowship Hall*	Free	\$250
Bay A (Kitchen)	Free	\$100
Bay B (Middle)	Free	\$75
Bay C (Front)	Free	\$75
Neal Chapel	Free	\$150
Education Building Rooms	Free	Donation suggested
Basement area w/ Kitchen	Free	Donation suggested
Scout Hut	Free	\$75

Note: All payments must be made to MUMC eight weeks in advance of each event; please remit one check for the usage fee/s and a separate check for the cleaning deposit. MUMC leadership has the right to move or cancel any scheduled event for reasons including, but not limited to: public health concerns, weather related events, infrastructure problems, or funerals in accordance with our facility use guidelines.

The Sanctuary, Neal Chapel, and the Fellowship Hall are not available for outside group rental Friday through Sunday except for Weddings and Funerals. Church groups (e.g. UWF, UMM, and Micah groups) may use the Fellowship Hall during this time.

* Kitchen usage is subject to MUMC’s general terms and conditions for kitchen use.

**Church organist or another person approved by the church organist are the only people who are approved to play the sanctuary organ and/or piano.

*** Deposit refund check will be issued after facility passes an inspection

**** Audio and video equipment support is limited to the availability of an operator.

The Leadership Team reserves the right to amend this policy as needed.