

## **Facility Use Policy for University United Methodist Church**

940 E. Colton Ave. Redlands, CA 92374 (909)793-1651

Facility reservation requires the submission of the attached application to the church office at least six weeks prior to the desired use date to allow time for the Trustee board to meet and approve the application and procure any necessary personnel related to the event. Fees related to the facility reservation are due to the church office no later than two weeks prior to the event. It is understood that all fees on the attached schedule refer to one single day event. Multiple day events will accrue multiple charges as appropriate. Only those facilities requested shall be available for your event.

### **General Usage Rules for Church Facilities**

1. No lottery, raffle or other games of chance for the purposes of raising money are permitted.
2. No smoking is allowed in any of the church building or the courtyard.
3. Smoking is permitted only in the parking lot and butts must be put out and discarded.
4. Alcoholic beverages are not permitted on the church premises.
5. Illegal drug use is not permitted on the church premises.
6. Any persons suspected of being under the influence may be asked to leave.
7. No rice, birdseed, confetti, or water balloons are permitted on the premises.
8. No food, drink (other than water), or gum is permitted in the Sanctuary.
9. Children are not allowed on the Fellowship Hall stage.
10. Children under 16 must be under the direct and adequate supervision of responsible adults.
11. Decorations may not be attached to walls or furniture with tape, nails, staples, glue or tacks.
12. All facilities are to be left in the condition they were found (including moving furniture back to original set up, unless you have paid for someone else to handle set up and tear down).
13. Heating and cooling systems are on time clocks and should not be tampered with. Your event supervisor will be in charge of adjusting the system as needed.
14. Audio-visual equipment is kept under lock and key and is available only through the request of it and will be operated by an audio-visual supervisor.
15. Red-dye liquid drinks are not permitted in any of the church buildings.
16. The person requesting the use of the facility is responsible for the conduct of their guests.

## Guidelines Related to the Use of Kitchen or the Serving of Food

- A. All caterers must have a San Bernardino County Health Permit, and provide a copy to the church office upon request.
- B. Counter tops, tables, stoves, and ovens must be wiped down if used.
- C. Unused food or drinks must be removed, do not leave items in the refrigerators.
- D. The large silver fridge is available for groups using the Fellowship Hall.
- E. The Wesley Lounge fridge is available for groups using that room.
- F. Any obvious spills on the floor should be wiped up.
- G. Wastebaskets should be emptied and taken to the dumpster or recycle bins in the parking lot as appropriate. Trash can liners are under the sink in the Fellowship Hall serving room.
- H. Kitchen sinks do not have disposal units.
- I. Sinks should be wiped out and any dishes put away.
- J. All burners, lights, fans, etc. should be turned off before leaving.
- K. The following items are available if needed for those who have reserved the kitchen: dishes, silverware, coffee pots, pans, bowls, etc. (but you may want to check amounts).

**Facility Use Request for University United Methodist Church**

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Desired Dates and Times for Facility Use \_\_\_\_\_

Rooms/Services Requested \_\_\_\_\_

Name of Person/Organization \_\_\_\_\_

Address \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Name of Contact Person \_\_\_\_\_

Telephone \_\_\_\_\_ Email \_\_\_\_\_

Church Member Acting as Sponsor or Affiliate if Applicable \_\_\_\_\_

Insurance Carrier and Policy Number of Group if Applicable \_\_\_\_\_

Briefly Describe your Event \_\_\_\_\_

Number of People Expected \_\_\_\_\_ Number of Cars Expected \_\_\_\_\_

If you need tables or chairs set up please indicate the number of each needed:

Chairs \_\_\_\_\_ Tables (Lg. rectangular) \_\_\_\_\_ Tables (card) \_\_\_\_\_

**Statement of Applicant**

The applicant hereby agrees to hold the University United Methodist Church, its Board of Trustees, the individual members thereof, and all church officers, agents, and employees free and harmless for any loss, damage, liability, cost of expense that may arise during or be caused in any way by such use or occupancy of the church property. I, the undersigned, hereby certify that I will be personally responsible on behalf of the applicant for payment of all charges assessed for the use of the facility and for any damages sustained to the church buildings, furniture, equipment, and/or grounds during the occupancy of said facilities by the applicant.

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

**For church use only:** Approved by \_\_\_\_\_ Date \_\_\_\_\_

## Facility Use Fee Schedule for UUMC Members and Regular Attendees

This form shows the fee schedule for facility use. Please indicate your needs in and the related cost on the lines at the right. **Members and regular attendees** are those persons listed on the church rolls or those who attend services on a regular basis or provide regular financial support to the church. These persons may use the facilities without a separate individual acting as event supervisor or custodian, provided they agree to handle these aspects on their own. They shall be personally responsible for the compliance of visitors with church policies, all furniture arrangement, clean up, turning off lights, heating/cooling, appliances etc., and locking all doors.

Room/Item	Fee/Cost	Payment Due
Sanctuary up to 4 hrs.	free	\$
Additional (per hr.)	free	\$
Fellowship Hall (4 hrs)	free	\$
Additional (per hr.)	free	\$
Kitchen up to 4 hrs.	free	\$
Additional (per hr.)	free	\$
Wesley Lounge (hrly)	free	\$
1 Classroom (hrly)	free	\$
Pastor (per event)	\$200.00 suggested	\$
Organist (per event)	\$150.00	\$
Organist if not used	\$75.00	\$
1 Supervisor (hrly) event, sound, or both	\$25.00 or You Handle	\$
Custodial (hrly)	\$25.00 or You Handle	\$
Program Typist (hrly)	\$25.00	\$
Copies (our paper)	\$0.12 per page	\$
Copies (your paper)	\$0.10 per page	\$

Revised for 2010