

FACILITIES USE FORM

THIS FORM IS NOT FOR WEDDINGS. SEE WEDDING POLICY.

Complete and return this form **AT LEAST 21 DAYS PRIOR TO THE EVENT** to David Ansardi at dansardi@gmail.com

Person or Organization Making Request: _____

Select one:

1. This is a **one-time event** (including events held over consecutive days).

Date(s) _____ Time _____ Expected attendance: _____

If you would like to request time to set-up and clean-up, please specify the **total time frame** here: _____

2. This is a **recurring event** (examples: *Tuesday of each week or 3rd Thursday of each month*).

Day of the week or month _____

Time _____ Expected attendance: _____

Brief description of event: _____

Room(s) requested:

_____ Sanctuary* _____ St. John's Chapel* _____ The Loft*

*Requires the use of a First Church trained sound technician for microphone use or video presentations.

_____ Large dining room _____ Parlor _____ Library
_____ Small dining room _____ Fireside Room _____ Other _____
_____ Classroom(s)

Food in the Room:

_____ The main dining room kitchen will NOT be used. No food or drinks will be served.

_____ The main dining room kitchen will NOT be used. Food or drinks will be brought in from outside.

_____ The main dining room kitchen will be used. Use of Kitchen requires a caterer approved by the Board of Trustees.

Room Set-Up:

First Church does not offer a set up service or arrange rooms for any event. Room arrangement, preparation, and clean up are the responsibility of the requester. If you would like to use tables and chairs during your event, they can be found in the closets on either side of the stage in the main dining room. Rooms must be returned to original arrangement when the event is over.

Requester Contact Information:

Name (Please print) _____ Title: _____

Name of Organization: _____

Address: _____

Phone Number: _____ Email: _____

Church Member, Staff Member and/or Trustee Approved Individual Responsible for Event: _____

Policy for Using First United Methodist Church Facilities

- 1. The Facilities Use Request and the Policy for Using First UMC Facilities must be completed, signed, and submitted to the Church Administrator for processing.
- 2. All events shall be overseen and coordinated by a Church member and/or staff member who will be responsible for opening and securing the facility, for assisting in requesting and acquiring any special equipment, and for ensuring policies are followed. If a Church member, staff member or Trustee Approved Individual is not available to oversee the event, the event will be cancelled.
- 3. Permission for an outside organization to use the facility will be granted only when such use is consistent with the Social Principles found in *The United Methodist Book of Discipline* (§¶160-166) and the First Church Public Statements Policy (adopted 04/02/2017). The FUMC Executive Council determines if the facilities use request is consistent with the above policies.
- 4. All persons/organizations using the facility will be required to read and abide by the FUMC Safe Sanctuary Addendum attached to this facility use form.
- 5. No alcoholic beverages, fireworks, weapons, guns, knives, or illegal drugs are allowed on the premises.
- 6. No smoking is permitted in the facilities or on the Church campus. First Church is a non-smoking campus.
- 7. Groups or individuals who use the facilities are responsible for setup, preparation, cleanup, and return of room to pre-use status and for adherence to policies regarding use and decorations.
- 8. Only a certified caterer trained to use the Church’s commercial kitchen equipment may use the kitchen or kitchen equipment. Caterers must show a current Serve Safe certificate, insurance and business license. Caterers must leave the kitchen in pre-use condition, take all trash to the dumpster, clean any equipment that was used, clean and disinfect countertops, sweep floors. The Church’s Board of Trustees must approve use of the kitchen.
- 9. Room decorations (other than table decorations) must follow the policy outlined herein:
 - (a) No decorations may be affixed to the walls. All decorations must be easily removed from surfaces without damage or residue.
 - (b) All decorations, fliers, or notices must be removed from the premises at the end of the event.
 - (c) The Board of Trustees must approve the use of lit candles in all areas.
 - (d) Events held in the Sanctuary or St. John’s Chapel are subject to the decoration policy for weddings. The wedding policy is available upon request.
- 10. The use of the Sanctuary organ or St. John’s Chapel organ must be approved by Director of Music.
- 11. First Church assumes no responsibility for money, valuables, equipment or property of any kind left on the premises.
- 12. First Church does not provide free parking for events held during weekday business hours.
- 13. Fees for the facility are detailed on the following sheet.

As an individual or on behalf of the organization I represent, I understand and agree to follow the Guidelines as listed above. I further agree that I or the organization on whose behalf this request is made will be liable for the replacement cost of property damaged or destroyed during the time of use. I understand that usage fees must be paid in advance of the event.

Requester’s Signature

Date Request Made

First Church use only: _____
Date approved by Board of Trustees

First Church’s Facilities Use Fee Schedule

THIS FORM IS NOT FOR WEDDINGS OR WEDDING RECEPTIONS. SEE WEDDING POLICY.

Cleaning and Security Fees:

\$20/hr. Security Guard Fee (each). Depending on the event, the Board of Trustees may require multiple security guards.

- Security Guards are Required During these times:
 - Weekdays after 5:00 p.m. (for any event)
 - Any time on Saturdays (for any event)
 - Weekdays between 7:00 a.m. and 5:00 p.m. for all events happening in the Education Building (includes the Large Dining Room and Loft)
- \$100 Cleaning Fee if more than 50 people attend the event

*All fees are to be collected one week prior to the Event. Separate checks for security and cleaning fees can be mailed to the Church Administrator. Fees may be adjusted at the discretion of the Board of Trustees.

Usage Fee Calculation

\$ _____ Security guard fee

\$ _____ Cleaning fee

\$ _____ **TOTAL EVENT FEE**

ADDENDUM TO FACILITY REQUEST FORM

First Church seeks to create a safe environment for children and youth in which opportunities for abuse are minimized by the provision of proper enlistment and supervision of those persons working with them. This document summarizes the supervision policies that the Church requires to be followed for any Church facility request.

Guidelines for Volunteers working with Children and Youth:

- Persons should be at least five (5) years older than the oldest member of the age group with whom they are to work.
- Notwithstanding the other provisions of this policy, a leader shall at no time be responsible for more than ten (10) children or youth.
- Persons leading a group of children or youth should be nineteen (19) years of age or older. Persons under the age of nineteen (19) may serve in a helping capacity, provided they are at least twelve (12) years of age and five (5) years older than the oldest member of the group they are helping to lead.
- Two-adult rule: Two non-related and non-cohabitating adults must always be present in groups of children except as provided for elsewhere in this policy. Related and/or cohabitating adults are considered one adult for purposes of this policy.
- When the two-adult rule is not feasible, floaters may be utilized provided that the following requirements are met:
 - Floaters must be qualified as leaders as stated in this policy
 - Floaters must have no responsibilities other than serving as a floater
 - Floaters must maintain visibility of and immediate access to all rooms for which they are responsible
 - Floaters must only be responsible for rooms within their immediate line of sight, and should not supervise rooms on multiple floors or where a corner must be turned for them to be visible in which case additional floaters should be used
- Doors are never to be locked, and are to remain open unless equipped with windows. Staff and Volunteers will avoid being alone with a child without being visible to others in the immediate surroundings.