

# SUDLEY CHURCH

## FACILITY USE REQUEST FOR OUTSIDE GROUPS

### Group Information

Group Name: \_\_\_\_\_  
 Contact Person: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

### Sudley UMC Liaison

Liaison Name: \_\_\_\_\_  
 Address: \_\_\_\_\_  
 \_\_\_\_\_  
 Home Phone: \_\_\_\_\_  
 Work Phone: \_\_\_\_\_  
 Email: \_\_\_\_\_

Group Type: Profit OR Non-profit (circle one)      Event Fee: \_\_\_\_\_      # of attendees: \_\_\_\_\_

Group's Mission/Focus: \_\_\_\_\_

Group's Liability Insurance Carrier\*: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: \_\_\_\_\_      Policy Number: \_\_\_\_\_

\*Please attach Certificate of Insurance, if applicable.

Date/Days of use requested: \_\_\_\_\_      Time requested: \_\_\_\_\_

Is this a recurring event? Yes No (circle one)      If yes, how often:    daily    weekly    monthly

#### Room Requested

Downstairs Rooms:	_____ Sanctuary*	_____ Kitchen*	_____ Fellowship Hall
	_____ Choir Room	_____ Nursery	_____ Pre-K Classroom
Upstairs Rooms:	_____ Wesley Room	_____ Carter Room	_____ Benson Room (Jr. High)
	_____ Youth Room	_____ Sudley Kids Room	

\*\* With Trustee approval

Special needs: \_\_\_\_\_

In consideration of being approved to utilize the Sudley United Methodist Church property and equipment, and upon paying all appropriate fees, the applicant agrees to assume all liability and responsibility for any property damage and/or harm suffered by any person(s) resulting from the applicant's use of the church's facilities. The applicant agrees to indemnify and hold harmless the church from any and all damages, claims, or loss resulting directly and indirectly from acts or omissions of the applicant, or for any harm which would not have resulted but for this application and agreement between the church and the applicant. The applicant further agrees to pay the church for any loss or damage to the property and equipment possessed by the church at current fair market value. The signing of this agreement is made with a full and complete understanding of assumed liability by the applicant, having read and agreeing to Sudley United Methodist Church Facility Use Policy.

Signature of Contact Person: \_\_\_\_\_

Signature of Sudley Liaison: \_\_\_\_\_

Date Approved: \_\_\_\_\_      Approval Signature: \_\_\_\_\_

Copies to:    \_\_\_ Office File    \_\_\_ Calendar    \_\_\_ Trustees    \_\_\_ Group Leader

## Facility Use Policy

1. These rules apply to all Sudley Church properties.
2. Facilities shall be returned to the condition in which it was initially found: tables and chairs returned to their original location etc. Only table decorations are allowed (no items shall be added to walls, windows, ceilings, doors or cabinets), No furniture or furnishings shall be removed or moved from room to room, no food or drink is allowed in the bathrooms or sanctuary, Kitchen rules, which are posted in the Kitchen, should be followed when using that room.
3. Applicant is responsible to report any incident that occurs on church property during use. Incidents include, but are not limited to, damage to church property and injury to any person. Incidents shall be reported verbally to the Sudley Church Office by the first business day following the incident. Church officials will determine if a written incident report is required by the applicant, and/or if a joint assessment of the situation is required to be performed by the applicant and a member of the Sudley Church Board of Trustees.  
**Note:** *Non-Sudley group users are required to provide proof of liability and property damage insurance coverage. Others may be required to provide similar documentation as deemed necessary by the Board of Trustees.*
4. Users are responsible for all attendees of their event. All areas of the Church except the specific room(s) that have been approved are off limits, except restrooms and hallways to transition from one area to the other. Children must be supervised at all times. Toilets should be used only for their intended purpose. No Smoking or alcoholic beverages are permitted on Sudley United Methodist Church property.
5. The Church Nursery may be used upon request. Staffing is the responsibility of the applicant. All rules in the Facility Use Policy also apply to the use of the nursery.
6. All groups are responsible for their own supplies, paper products and refreshments.
7. The applicant shall coordinate with the Church Office to obtain a Point of Contact to gain access to the facility outside of normal office hours.
8. Upon leaving the building the applicant will follow proper clean-up and lock down procedures. Items, such as toys, dishes, etc. that were used must be properly cleaned. Trash and recyclables must be bagged removed. Close all windows and doors. Take care to assure that ALL the doors are locked and lights turned off.
9. Facility Use Requests are granted for a one year term (September 1 through August 31) and must be reviewed and evaluated annually.
10. The following donations are expected prior to each use:

	<u>Non-Members</u>	<u>Members</u>
*Reservation Deposit	\$50	None
Fellowship Hall	\$175	\$50
Kitchen	\$75	\$50
Sanctuary	\$150	\$50
Room/Classroom	\$25	\$10

(2 hour maximum for non-members. \$50 for each additional hour)

1. For members there is a maximum charge of \$100 for use of the Sanctuary, Fellowship Hall and Kitchen.
2. In some instances, for groups meeting on an approved, regular basis the donation may be waived in lieu of service projects coordinated through Sudley's Board of Trustees.