

Request for use of facilities of
Asbury United Methodist Church

Date of Event _____

Facilities Requested (circle each area requested)

Sanctuary

Classrooms

Piano/Organ

Fellowship Hall

Nursery

Sound System

Kitchen

AV System

Name of Group: _____

AUMC Member

Person Responsible: _____ Yes No

Address & Phone Numbers of Person Responsible and Group:

Purpose of Event: _____

Arrival Time: _____ Departure Time: _____

Food to be Served _____

Is this a (check appropriate response): One Time Event _____

Regular Periodic Meeting _____

The undersigned and individuals/groups using the facility agree to indemnify and hold harmless Asbury United Methodist Church, its members, officers, employees and agents from any and all liability for injuries to person or property they or their users may incur due to the use of the facility in part or in whole. Further, it is agreed that they will notify Asbury United Methodist Church within 48 hours of any and all injuries or damage to property or person that may occur on the property during their use of such property. They further agree to indemnify and hold harmless Asbury United Methodist Church for any injuries or damages they or their users may sustain arising from the use of such property. Finally, they agree to waive any right that they have to submit a claim against the Asbury United Methodist Church for negligence on part of the church, its members, officers, employees, and agents.

The undersigned has fully read and agreed to the Guidelines for Usage and Care of Facilities of Asbury United Methodist Church and has authority for the above referenced group to request the use of the facilities pursuant to such Guidelines.

_____ Date: _____
Signature of Requestor

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Office Use Only

Date Received: _____

Date Approved by Trustees: _____

Signature of Trustee/agent: _____

Key issued to: _____ Date: _____

Returned to: _____ Date: _____

Fee/Deposit: _____

Damages/Fees/Injuries: _____

Asbury United Methodist Church

GUIDELINES FOR USAGE AND CARE OF FACILITY

Facilities

- a. Availability limited to not-for-profit, community or educational groups as approved by Trustees.
- b. Priority for use of facility shall be given to Church sponsored activities.
- c. Any Group/Committee who uses any portion of the facility is expected to leave it in the same condition as it was found. This includes, but is not limited to, doors locked, lights turned off, and thermostat returned to initial setting.
- d. All children and youth under 18 years of age must be under adult supervision when in the building.
- e. Artificial Christmas trees, wreaths and greenery are to be used for Christmas decorations. This does not exclude potted plants.
- f. Tobacco products or alcoholic beverages may not be used on any of the church premises. No smoking anywhere in the building.
- g. All groups shall comply with the Asbury United Methodist Church Child Safety Policy and Procedures. Persons working with children shall have completed the appropriate Safe Sanctuary training, background check, or equivalent qualification.
- h. No pets are allowed in the facility, except for animals trained to assist persons with impairments or used as guide dogs.
- i. Individuals/Groups using the facility agree to indemnify and hold harmless Asbury United Methodist Church, its members, officers, employees and agents from any and all liability for injuries to person or property they or their users may incur due to the use of the facility in part or in whole. Further, it is agreed that they will notify Asbury United Methodist Church within 48 hours of any and all injuries or damage to property or person that may occur on the property during their use of such property. They further agree to indemnify and hold harmless Asbury United Methodist Church for any injuries or damages they or their users may sustain arising from the use of such property. Finally, they agree to waive any right that they have to submit a claim against the Asbury United Methodist Church for negligence on part of the church, its members, officers, employees, and agents.

Class Rooms

- a. Bulletin Boards will be permanently attached, not with nails, and are not to be moved. Ticky-Tac and wax coated hangers may be used to hang wall items.
- b. Nails, thumbtacks, scotch/double sided tape are not to be used. Any other type of attachment to walls must be submitted for review and approved by the Board of Trustees.

Kitchen

- a. Coordinator will be responsible for needed purchases; i.e. paper towels, plates, cups, soap, etc.
- b. A designated person will be responsible for laundry of tablecloths.
- c. Each group using the kitchen is responsible for cleanup (including laundry of towels) and removal of all perishable food items.
- d. Only designated tables, chairs and kitchenware may be loaned out to members (none are available to non-members). Church secretary is to set up and maintain a permanent record of items borrowed reflecting: date borrowed; item(s); signature of person borrowing; date returned (to be within 24 hours of usage); signature of staff accepting returned items(s). Person borrowing is responsible for repair of any damage to item(s).

Sanctuary

- a. Use of Audio/Visual Equipment must be approved by the Trustees or designated AV/Sound System Coordinator.
- b. Use of church owned musical instruments (including Piano & Organ) must be approved by the Trustees or designated Music Director.

Nursery

- a. Nursery is available only when two qualified workers are in attendance.
- b. Individual in charge of meeting which needs nursery care is responsible for arranging for childcare one (1) week in advance through the Nursery Coordinator.
- c. All groups shall comply with the Asbury United Methodist Church Child Safety Policy and Procedures.

Weddings

- a. The use of the facilities for weddings shall be in accordance with the Wedding Policy for Asbury United Methodist Church.

Keys

- a. Key(s) will be issued to any member who has a need and who has signed a form stating that he/she has read and agrees to the Trustees' Guidelines concerning the use of the facilities. A permanent schedule is to be set up and maintained by the church secretary reflecting: Date issued; key (room); signature of member; date returned; signature of staff accepting key.
- b. Key(s) are to be returned when need is no longer valid.

Parking Lot

- a. No vehicle should be left unattended over night without prior approval from staff or Trustees.