

REVISED 2-10-2011

Macon United Methodist Church
Building Use Contract
For Not-For-Profit Organizations Using Church On Routine Basis

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property and especially the Sanctuary.

This contract is between the Macon United Methodist Church and (user): _____
Represented by _____, who can be contacted at (Phone): _____,
Address: _____, City: _____, State: _____, Zip: _____.

1. Current Holders of Keys to Church and contact phone numbers:

- 1.
- 2.

2. Church use - frequency (daily/weekly/or monthly) and times - please be specific: _____

3. Room(s) requested for use: () Kitchen () Multipurpose Building () Assembly Room () Library
() Cornerstone Room () Nursery () Classrooms: () 1 () 2 () 3 () 4 () 5 () 6 () Basement

* If any of the rooms indicated are needed for church activities and/or have been requested to be rented, the church office will contact the representative listed above prior to your group's anticipated use.

4. All persons using any church facility should follow the Safety Policy of the Macon United Methodist Church provided with this contract.

5. All set-up and take down of tables, chairs, decorations & etc. are the responsibility of the user/renter and are to be done on the day of the rental, unless arrangements are made in advance. ALL rooms should be left clean and ready to be used by the next person, group or organization. If toys are used in the nursery, they are to be cleaned and returned to shelves.

6. **All** doors in **ALL PARTS** of the building are to be checked and locked by the key holder following building use.

7. The attached Building Use Checklist is to be completed and placed in the basket hanging outside the secretary's office EVERYTIME the building is used. FAILURE TO FOLLOW THE SAFETY POLICY AND TURN IN CHECKLIST MAY RESULT IN USE OF THE CHURCH BEING DENIED.

8. There are no rental fees for use by Active Church members and not-for-profit organizations except for the following:

- A. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
- B. Using the facilities for an event that earns a profit, at which point the following fee structure is applicable:
 - 1. Multipurpose Building without food ...\$75.00
 - 2. Multipurpose with Food & kitchen for serving only... \$100.00
 - 3. Multipurpose with use of kitchen using ovens/dishwasher, etc. ...\$200.00
 - 4. Assembly Room...\$25.00
- C. A monetary donation is encouraged to offset utility cost and wear and tear on the facility.

9. Cost of repairs for damage or excessive cleaning will be billed to the person/organization/group using the facility. The individual signing this contract becomes responsible for any damage to the facility and all applicable fees.

10. Sound booth and equipment are ONLY to be used by persons authorized by the Church office PRIOR TO EACH USE.

11. At least one of the key holders in this contract agrees to serve as the supervising adult during the period of church use AND must be present during use.

12. The individual signing this contract hereby releases, forever discharges, and agrees to hold harmless the Macon United Methodist Church, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred that occurs during the scheduled contract period. The individual signing this contract further hereby agrees to hold harmless and indemnify Macon United Methodist Church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Macon United Methodist Church parties, including expenses incurred attendant thereto.

13. The individual signing this contract agrees that any building use fee assessed does not cover any damage occurring during the scheduled contract period and he/she would be responsible for all charges.

14. This contract must be renewed annually.

ADULT REPRESENTATIVE SIGNATURE: _____ DATE: _____
(MUST BE 21)

CHURCH REPRESENTATIVE SIGNATURE: _____ DATE: _____

**A COPY OF THIS CONTRACT IS TO BE GIVEN TO THE SIGNEE
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.
SAFETY POLICY AND BUILDING USE CHECKLIST ALSO PROVIDED.**

REVISED 2-10-2011

Macon United Methodist Church
Building Use Contract

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but to also respect all persons and property, and especially the Sanctuary.

This contract is between the Macon United Methodist Church and (user): _____
Represented by _____, who can be contacted at (Phone): _____,
Address: _____, City: _____, State: _____, Zip: _____.

1. ALL FEES ARE DUE AT THE TIME RESERVATION IS MADE OR BEFORE KEY IS PICKED UP.

2. All set-up and take down of tables, chairs, decorations & etc. are the responsibility of the user/renter and are to be done on the day of the rental, unless arrangements are made in advance. ALL rooms should be left clean and ready to be used by the next person, group or organization.

3. The representative of the organization will make arrangements to pick up the key to the building, pay applicable fees and return key and attached building use checklist during regular office hours of 8-12 and 1-5 pm Monday-Friday. **All** doors in **ALL PARTS** of the building are to be checked and locked by the key holder following building use.

4. There are no rental fees for use by Active Church members and not-for-profit organizations use except for the following:

- A. Using the facilities for an event that earns a profit, at which point the fee structure below in Paragraph 5 is applicable.
- B. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
- C. A monetary donation is encouraged to offset utility cost and wear and tear on the facility.

5. Rental fees for use by individuals or organizations *other than* church members and not-for-profit organizations are:

- A. Multipurpose Building without food ...\$75.00
- B. Multipurpose with Food & kitchen for serving only... \$100.00
- C. Multipurpose with use of kitchen using ovens/dishwasher, etc. ...\$200.00
- D. Assembly Room...\$25.00
- E. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
- F. For ALL other rooms a donation is encouraged to cover our cost of utilities, as well as the wear and tear of facility.

6. Cost of repairs for damage or excessive cleaning will be billed to the person/organization/group using the facility.

7. Special arrangements may be made with appropriate church personnel for the use of the Church's sound system. **Additional fee applies.**

8. The individual signing this contract becomes responsible for any damage to the facility and all applicable fees. Further, the individual signing this contract agrees to serve as the supervising adult during the rental period AND must be present at this event.

9. All persons using any church facility should follow the Safety Policy of the Macon United Methodist Church provided with this contract.

10. The individual signing this contract hereby releases, forever discharges, and agrees to hold harmless the Macon United Methodist Church, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred that occurs during the scheduled contract period. The individual signing this contract further hereby agrees to hold harmless and indemnify Macon United Methodist Church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Macon United Methodist Church parties, including expenses incurred attendant thereto.

11. The individual signing this contract agrees that any building use fee assessed does not cover any damage occurring during the scheduled contract period and he/she would be responsible for all charges.

TOTAL FEES DUE _____ DATE (S) OF RESERVATION _____

Room(s) Being Used: () Kitchen () Multipurpose Building () Assembly Room () Library
() Cornerstone Room () Nursery () Classrooms: () 1 () 2 () 3 () 4 () 5 () 6

DATE KEY BEING PICKED UP: _____ BY: _____

ADULT REPRESENTATIVE SIGNATURE: _____ DATE: _____
(MUST BE 21)

CHURCH REPRESENTATIVE SIGNATURE: _____ DATE: _____

**A COPY OF THIS CONTRACT IS TO BE GIVEN TO THE SIGNEE
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.
SAFETY POLICY AND BUILDING USE CHECKLIST ALSO PROVIDED.**

SAFETY POLICY OF THE MACON UNITED METHODIST CHURCH

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property and especially the Sanctuary.

The Trustees of the Macon United Methodist Church hereby adopt the following policy for the protection of its children, youth and those persons within the church.

The congregation of the Macon United Methodist Church is committed to providing a safe and secure environment for all persons using our church.

We ask the following of all persons/organizations/groups using our facility:

- 1 – Smoking, drugs, or alcohol are not allowed anywhere on church property.
- 2 – No person who has been convicted of any sexual, physical, or emotional abuse shall be in a position of leadership of any group utilizing the church.
- 3 – All persons, groups, organizations are expected to follow the Building Use contract.
- 4 – If another person, group, organization, is using a room, please be courteous and wait till they have finished before attempting to set up for your group. Our church facility is heavily used and many times, blocks of time are back to back. Please keep within the reserved time frame as specified within the building use contract.
- 5 – It is required that any event held on Church property be supervised by a person that is at least 21 years old.
- 6 – Parents / guardians should supervise all children under age 18 and are responsible for any liability or damage to property.

REPRESENTATIVE SIGNATURE _____ DATE _____
(My signature affirms I/we will abide by these conditions and am 21 years or older)

CHURCH REPRESENTATIVE SIGNATURE _____ DATE _____

**A COPY OF THIS SAFETY POLICY IS TO BE GIVEN TO THE SIGNEE,
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.**

Approved 01/11/2011

MACON UNITED METHODIST CHURCH

BUILDING USE CHECK LIST

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property, and especially the Sanctuary.

Please initial the following to show your group's compliance and return this sheet with your key to the church. Thank you!

- 1- Cleaned up all spills, messes, etc and vacuumed _____
(Vacuum, trash bags, etc. are in the janitor's closet next to the men's rest room behind office)
- 2 - Returned all tables/chairs to their proper place _____
- 3 - Removed all trash and placed in dumpster in the South Parking Lot _____
- 4 - Returned all Thermostats to 80 degrees in Summer & 65 degrees in Winter _____
- 5 - Removed all personal property from the facility _____
- 6 - Checked to see that all doors (in **ALL** parts of the building) were locked _____
- 7 - Returned church key to the church office the following day the office was open. Office hours are 8:00-12:00 & 1:00 -5:00, Monday - Friday _____
- 8 - Reported any problems or damage immediately to the church office _____

Name of Organization or Person: _____

Date(s) Church Used: _____

Date Key Returned: _____

Church Staff Member Reviewing This Checklist: _____

Approved 01/11/2011