

# Central United Methodist Church

## FACILITIES REQUEST FORM

Central United Methodist Church (CUMC) has developed the following procedures for the use and management of its facilities and properties:

- I. CHURCH FACILITIES:** Mean any part of the church's property, *i.e.*, the sanctuary, education/ministry center, all rooms within the buildings, all furniture and equipment belonging to the church and located in the buildings, the church grounds, parking areas, and church vehicles where applicable.

**II. GENERAL POLICIES AND PROCEDURES:**

To avoid scheduling conflicts with the buildings, facilities, and external property, the CUMC Board of Trustees has established the following policies and procedures. These policies and procedures do not allow for use of CUMC facilities and grounds that is illegal, imprudent, or may place the nonprofit, tax-exempt status of the church at risk.

- **Scheduled ministry programs and activities take precedence over all other use of church buildings and facilities.**
- **All Facilities Request Forms must be received and approved by the Church Business Administrator and Board of Trustees at least one (1) month before the scheduled event.**
- Food and/or beverages are prohibited in the Sanctuary. Prior approval must be obtained to serve food and beverages in areas of the church outside of the Fellowship Hall.
- **Prior approval from the Board of Trustees must be secured before materials are affixed to walls, doors, windows, or any other structures.** The posting of signs, billboards, posters, etc., must be placed on bulletin boards or in designated areas only. Tacks, tape, nails or other defacing articles may not be use on CUMC furniture or walls.
- The moving and/or relocation of any furniture or equipment in an assigned room must be requested when the Facilities Request Form is submitted and must be approved by the Board of Trustees.
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- It is the church's policy that materials and equipment purchased and/or administered using CUMC general and/or designated funds **MUST** be used exclusively for CUMC church functions.

**III. USE OF SANCTUARY:**

- The Sanctuary may be used for worship services, church sponsored meetings, acolyte, usher, and other Worship Committee trainings, and events such as funerals, weddings, graduations, Christian concerts or plays, etc.
- Other requests to use the sanctuary must be submitted to the Church Business Administrator for the Senior Pastor and Board of Trustees to review on a case by case basis.

**IV. USE OF DOTSON-OGLETREE FELLOWSHIP HALL:**

The primary use of the Dotson-Ogletree Fellowship Hall is for functions such as Bible study classes, church meetings, ministry programs receptions, birthday and graduation celebrations, weddings, baby showers, community meetings, etc.

Use of the fellowship hall must be scheduled through the Church Business Administrator's office by first completing a Facilities Request Form. This form is available through the church office or online at [www.centralumcatl.org](http://www.centralumcatl.org) and requires approval by the Church Business Administrator and the Board of Trustees.

# Central United Methodist Church

## FACILITIES REQUEST FORM

### V. USE OF CUMC CHURCH EQUIPMENT:

- Office equipment such as copiers, sound system equipment, portable projectors, etc., shall be used only by the church staff or ministry chairs.
- Audiovisual equipment cannot be removed from CUMC property except with approval from the Board of Trustees.
- CUMC owned tables, chairs and other movable furniture, equipment or fixtures, shall not be removed from church property for use other than for church-wide activities. Materials and equipment may be utilized off-premise for a 24-hour period of time **ONLY** for approved church functions. The Board of Trustees must approve the off-site use of all church equipment.
- Only persons trained and/or approved by the Board of Trustees or the Communications Ministry are authorized to operate CUMC audio-visual and electronic media equipment.
- CUMC ministries, individuals, and external organizations, desiring to use church materials or equipment must complete a Facilities Request Form and must specify the type of equipment needed.
- A designated individual must assume responsibility for the security and return of the equipment, and assume responsibility for the cost of any damages, repairs, or replacements of same.

### VI. FEE SCHEDULE

FACILITY REQUESTS	MEMBERS	NON MEMBERS
SANCTUARY FEE ( <i>MEETINGS, GRADUATION CEREMONIES, SPECIAL PROGRAMS, ETC.</i> )	N/A	\$300.00
DOTSON/OGLETREE FELLOWSHIP HALL FEE	N/A	\$250.00
ROOMS AND SET-UP FEE	N/A	\$100.00
<b>PARKING LOTS (Cost and approval determined by Board of Trustees)</b>		
SEXTON/CUSTODIAN PER HOUR FEES DUE AFTER REGULAR SCHEDULED CHURCH HOURS ( <b>Monday-FRIDAY, 9 a.m. to 5 p.m. and Saturday &amp; Sunday, 8 a.m. to 2 p.m.</b> ) (Cleaning floors, emptying trash, cleaning bathrooms, etc.)	\$15.00	\$15.00
<b>Security after closing hours (Staffed by security personnel and retired police officer)</b>	\$18.00-\$35.00	\$18.00 -\$35.00
AUDIO/SOUND TECHNICIAN PER HOUR FEE	\$30.00	\$30.00
EQUIPMENT USE DEPOSIT FEE (Refundable depending on condition of equipment upon return)	N/A	\$60.00
WEDDING FEE (SANCTUARY & OTHER ROOMS))	\$300	\$600.00
MINISTER FEE – (CHARGED AT THE DISCRETION OF THE MINISTER)	N/A	

# Central United Methodist Church

## FACILITIES REQUEST FORM

MUSICIAN FEE – (CHARGED AT THE DISCRETION OF THE MUSICIAN)	N/A
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**VII. EXPENSE SUMMARY**

FACILITY USE FEE	COST
<input type="checkbox"/> FELLOWSHIP HALL <input type="checkbox"/> SANCTUARY <input type="checkbox"/> CLASSROOM <input type="checkbox"/> PARKING <input type="checkbox"/> OTHER _____ _____	
<b>AUDIO-VISUAL /SOUND TECHNICIAN FEE</b>	
<b>PARKING ATTENDANT</b>	
<b>SEXTON ON DUTY</b>	
<b>SECURITY ON DUTY</b>	
<b>OTHER EXPENSES (DESCRIBE)</b>	
<b>TOTAL EXPENSES</b>	<b>\$</b>

**Method of Payment:** \_\_\_\_ (Check/Money Order make payable to Central United Methodist Church)

**Date Received** \_\_\_\_\_ **Check/Money Order #** \_\_\_\_\_ **Amount Received \$** \_\_\_\_\_

**VIII. CUMC FACILITIES USE REQUEST BY NON CUMC AFFILIATED INDIVIDUAL(S) AND/OR ORGANIZATIONS:**

- A Facilities Request form from non CUMC affiliated organizations/groups must be submitted to the Church Business Administrator during regular office hours at least thirty (30) days prior to an event.
- All approved reservations must be cancelled at least forty-eight (48) hours prior to the event if the plans change. **Failure to cancel reservations within this time frame will result in a \$100.00 cancellation charge to the organization.**
- **Approved non CUMC organizations will be responsible for all costs associated with the requested events (rental fees, custodians, security, AV equipment, parking attendants, etc.)**
- Organizations/groups approved for facility use must have one adult from the organization on-site during the entire time of the scheduled event(s)
- Late weekday or weekend events **MUST** vacate the reserved facility a maximum of thirty (30) minutes prior to church closing hours (**Monday-FRIDAY, 8:30 p.m. and Saturday & Sunday, 1:30 p.m.**).
- Smoking, alcoholic beverages, or illegal substances are not permitted in the buildings or on the grounds of the church.
- CUMC is a weapons free zone and weapons are not allowed on church property.

# Central United Methodist Church

## FACILITIES REQUEST FORM

- All users of the facilities should be conscientious of the need to conserve energy. All electrical and mechanical equipment should be turned off when not in use.
- CUMC does not assume responsibility for any personal equipment and/or belongings left on the property.
- Groups/individuals using CUMC facilities must agree to indemnify, hold harmless, and provide all legal defense and related service to Central United Methodist Church, its officers, agents, and/or employees from any and all claims, expenses, demands, suits, and/or damages of every kind, nature and/or description, resulting directly or indirectly from use of facilities by a group or individuals.
- Meetings or gatherings where food is served shall convene in the CUMC Fellowship Hall (Dotson-Ogletree) or other approved facility areas and the Central Hospitality Ministry must be notified of all such events.

### IX. GENERAL INFORMATION:

Name of Requesting Organization \_\_\_\_\_

Organization's Classification: Nonprofit \_\_\_\_\_ For Profit \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_ Phone (\_\_\_\_) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Contact Person \_\_\_\_\_ Title \_\_\_\_\_

Phone Number (*If different from above*) (\_\_\_\_) \_\_\_\_\_

E-mail Address \_\_\_\_\_

Primary Purpose of the Organization \_\_\_\_\_

Name of Event \_\_\_\_\_

### X. EVENT INFORMATION:

Describe in detail the activity your organization intends to hold/sponsor in Central's (CUMC) Facilities or on the Church's property. **Please provide us with a copy of the program outline.**

Date(s) Requested \_\_\_\_\_

Time(s) Requested:

Set-up Time \_\_\_\_\_ Begin Time \_\_\_\_\_ End Time \_\_\_\_\_ Clean-up Time \_\_\_\_\_

Facilities Requested: Ministry Center \_\_\_\_\_ Sanctuary \_\_\_\_\_ Fellowship Hall \_\_\_\_\_

Kitchen \_\_\_\_\_ Parking \_\_\_\_\_

# Central United Methodist Church

## FACILITIES REQUEST FORM

Number of people expected to attend the event/activity \_\_\_\_\_

Will there be a financial charge to attendees? \_\_\_\_\_ Yes \_\_\_\_\_ No

Will anything be sold or distributed in association with this event? \_\_\_ Yes \_\_\_ No

If yes, describe the product or services being sold \_\_\_\_\_

\_\_\_\_\_

Please check the following resources required for this event:

Parking Attendant       Sexton/Custodian       Security

Audio-Visual Equipment     Audio-Visual Technician

Food Service(s) Describe in detail the type of food associated with this event, and if the food will be catered by a licensed caterer, if pre-packaged items will be served, or if another source will provide the food.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_ **Date** \_\_\_\_\_

**Signature of Organization's Representative**

### XI. SUBMISSION AND FOLLOW-UP:

Please return this completed form and attachments (if applicable) to the CUMC Church Business Administrator. Your request will be reviewed and a response will be provided in no later than forty-eight (48) hours. If you have any additional questions, you may call the Church Office at (404) 524-4263.

Date form received \_\_\_\_\_ Request received by \_\_\_\_\_

Date reviewed and space confirmed by Church Business Administrator \_\_\_\_\_

Date form submitted to Board of Trustees for approval \_\_\_\_\_

Room(s) assigned \_\_\_\_\_ Date \_\_\_\_\_

Trustees Signature \_\_\_\_\_

Pastor's Signature (Where applicable) \_\_\_\_\_

# Central United Methodist Church

## FACILITIES REQUEST FORM

### **XII. FOR ORGANIZATIONS NOT AFFILIATED WITH CUMC:**

This agreement by and between CUMC and (Requester) \_\_\_\_\_  
will take effect on the \_\_\_\_\_ (day) of \_\_\_\_\_ (month), 20 \_\_\_\_\_ (year)  
and will end on \_\_\_\_\_ (Day and time).

Whereas, CUMC owns buildings located at 501 Mitchell Street S.W., Atlanta, GA 30314, and whereas the  
above named organization/individual(s) desire to use church facilities for the purpose of

\_\_\_\_\_,  
CUMC has agreed to use of the designated facilities providing that the following terms and conditions are met:

#### **It is therefore agreed to by and between the parties:**

User promises that it carries liability and medical payments insurance to cover any liability and medical  
payments exposures resulting from User's use of CUMC's building(s). User will have CUMC named as  
Additional Insured on User's policy and will provide a Certificate of Insurance to CUMC showing CUMC as an  
Additional Insured.