

Central United Methodist Church

FACILITIES REQUEST FORM

Central United Methodist Church (CUMC) has developed the following processes for the use and physical 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 conflicts in scheduling and use of the CUMC buildings and facilities, the CUMC Board of Trustees has established the following policies and procedures regarding the use of church facilities and grounds. 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.

 - *Regularly 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 for the serving of food and beverages in areas of the church outside of the Fellowship Hall.
 - Defacing property: Tacks, tape, nails or other defacing articles may not be use on CUMC furniture or walls.
 - **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.
 - It is the policy of Central UMC 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 decide on a case by case basis. **Food and beverages are not allowed in the Sanctuary.**

- 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, wedding and baby showers, community meetings, etc.

 - Use of CUMC 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 and requires approval by the Church Business Administrator and the Board of Trustees.

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V. USE OF CUMC CHURCH EQUIPMENT:

It is the policy of Central UMC that materials and equipment purchased using church funds will be used for Central UMC functions.

- 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 (SEXTON)/CUSTODIAN FEE	N/A	\$100.00
PARKING LOTS (Cost and approval determined by Board of Trustees)	N/A	
SEXTON/CUSTODIAN PER HOUR FEES (Cleaning floors, emptying trash, cleaning bathrooms, etc.)	\$16.00	\$16.00
Security (per hour fee)	\$50.00	\$50.00
AUDIO/SOUND TECHNICIAN (PER HOUR FEE)	\$85.00	\$85.00
EQUIPMENT USE DEPOSIT FEE (Refundable depending on condition of equipment upon return)	N/A	\$60.00
WEDDING FEE (SANCTUARY & OTHER ROOMS))	N/A	\$600.00
MINISTER FEE – (DISCRETION OF THE MINISTER)	N/A	
MUSICIAN FEE – (DISCRETION OF THE MUSICIAN(S))	N/A	

VII. EXPENSE SUMMARY

Organization Name _____

Event Name _____

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Contact Person _____

Date of Event _____

EXPENSE CATEGORY	ESTIMATE	ACTUAL
FACILITY USE FEE <input type="checkbox"/> FELLOWSHIP HALL <input type="checkbox"/> SANCTUARY <input type="checkbox"/> CLASSROOM <input type="checkbox"/> PARKING <input type="checkbox"/> OTHER _____ _____		
SEXTON/CUSTODIAN FEE		
AUDIO-VISUAL /SOUND TECHNICIAN FEE		
PARKING ATTENDANT		
SEXTON ON DUTY		
SECURITY ON DUTY		
OTHER EXPENSES (DESCRIBE)		

Estimated Total Expenses _____

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:

The CUMC Facilities Request Form must be completed and submitted to the Church Business Administrator for review and submitted to the Board of Trustees for approval before any individual or organization not affiliated with Central United Methodist Church (CUMC) or its ministries may use the Sanctuary or Ministry Center facilities.

- A Facilities Request form from non CUMC affiliated organizations/groups must be submitted to the Church Business Administrator during regular office hours at least two (2) weeks prior to a requested date to schedule 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.)**

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- 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, 9 p.m. and Saturday & Sunday, 2 p.m.**).
- Smoking, alcoholic beverages, or illegal substances are not permitted in the buildings or on the grounds of CUMC.
- CUMC is a weapons free zone and weapons are not allowed on church property.
- All users of the CUMC 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.
- All meetings where food will be served shall convene in the CUMC Fellowship Hall (Dotson-Ogletree), or other approved facility areas. (See **General Information Concerning Kitchen/Serving Area Use**)

IX. GENERAL INFORMATION:

Name of Requesting Organization _____

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 _____

Organization's Classification: Nonprofit _____ **For Profit** _____

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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 _____

Parking _____

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.

Signature of Organization's Representative **Date** _____

XI. SUBMISSION AND FOLLOW-UP:

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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) _____

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.