

Building Usage Request Form for Walkersville United Methodist Church

Contact Person's Name: _____ Home Phone: _____
 Cell Phone: _____
 Street Address: _____
 City, State, Zip Code: _____
 E-mail Address: _____

Name of Organization*: _____

<u>Names of Adult Leaders</u>	<u>E-Mail Address</u>	<u>Telephone Number</u>
_____	_____	_____
_____	_____	_____
_____	_____	_____

Purpose of Event: _____

Maximum number of participants: _____ adults _____ children (*Organizations that work with children or youth are required to fill out a Sexual Misconduct Policy Questionnaire and Code of Conduct Form. These forms are to be completed by each individual and must be on file with WUMC. Blank forms are available in the church office.*)

Dates and Times requested (*starting & ending date and time*): _____

Please circle the facilities to be used:

Georgetown Hall
 Kitchen (_____ for cooking; _____ for food service only) (*please check one*)

Church Library Outdoor Pavilion

Classrooms:

- Old Education Bldg.: First Floor: A-1, A-2 , A-3 , A-4 , A-5
- Second Floor: B-1, B-2, B-3, B-4

Other _____

Please circle the requested use of church equipment – tables, chairs, television, slide projector w/ screen, movie projector w/ screen or other/please specify: _____

*If the organization requesting usage is not an organization of Walkersville United Methodist Church, or if this request is from an individual who is not a member of Walkersville United Methodist Church, please provide the following:

Individual's/Organization's liability insurance carrier _____
 coverage limit _____ Policy number _____

Signature: _____ Date: _____

GENERAL RULES FOR BUILDING USAGE:

1. **Children and youth must be supervised at all times**, which includes use of play areas.
2. If usage area or number of participants change, a modified request is required.
3. **Only use the Painter's Tape to secure decorations and posters on the walls.**
4. Police the area, clean up spills, place all debris and left-over food in trash bags (**deposit trash bags in dumpster outside**).
5. Equipment and kitchen utensils are to be returned to storage areas in the same condition they were found – tables and chairs set up as they were when you occupied the room. (Please refer to picture.)
6. Check restrooms for general cleanliness and to insure that toilets are flushed and have stopped running; all faucets are turned off.
7. Please turn off lights in the area(s) you used and lock exterior doors when you leave, **especially if you are the last to leave the building.**
8. **Groups will not be permitted to use church facilities on Holy Days, such as Easter week, due to special services and other specified days due to church-wide events.**

SCHEDULE OF FEES* (PER EVENT), GEORGETOWN HALL WALKERSVILLE UNITED METHODIST CHURCH

Members:

- \$0** Use of Georgetown Hall and full use of the kitchen.
- \$0** Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. **NO** cooking or heating of any foods is to be done, other than use of the microwave.
- \$0** Sanctuary.

Individuals connected to the church through family of a church member, Cub Scout Pack 1070, or Weekday School:

- \$350.00** Use of Georgetown Hall and full use of the kitchen.
- \$150.00** Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. **NO** cooking or heating of any foods is to be done, other than use of the microwave.
- \$150.00** Sanctuary.

All others:

- \$450.00** Use of Georgetown Hall and full use of the kitchen.
- \$350.00** Use of Georgetown Hall and incidental use of the kitchen (if needed). Incidental use is using the kitchen to store items and minor preparation. **NO** cooking or heating of any foods is to be done, other than use of the microwave.
- \$350.00** Sanctuary.

Custodian Fees (Paid directly to custodian):

- \$150.00** Wedding set-up and clean-up of Sanctuary.
- \$150.00** Cleaning of Georgetown Hall.

***A non-refundable deposit of 25% is required with the signed contract. All funds need to be paid in full 30 days before the event.**

For the use by not-for-profit community or civic organizations that serve the Walkersville area, there is no fee. **A donation of at least \$30.00 is encouraged and will be gratefully accepted.**

RENTAL AGREEMENT, GEORGETOWN HALL, WALKERSVILLE UNITED METHODIST CHURCH

The renting individual agrees that he/she and the organization which he/she represents, if any, are responsible for adhering to the following rules and regulations set forth by the Administrative Board and Board of Trustees of Walkersville United Methodist Church:

1. No consumption of alcoholic beverages or use of tobacco in the building. There is a designated outside smoking area located adjacent to the handicap ramp leading to the breezeway.
2. When the rented facilities are vacated by the renting parties, they will be left in a suitable condition to be used by another party. That is to say, they must be as clean as they were at the beginning of the rental.
3. Walkersville United Methodist Church has the right to inspect the premises during the rental to be satisfied that this rental agreement is being followed. Refusal to allow such inspection or to correct any violation of this agreement shall be cause for immediate termination of the rental and forfeiture of the rental fee. The renting party shall be responsible for cleaning even if termination and forfeiture are necessary.
4. The renting party shall be totally financially responsible for any damage to the property of Walkersville United Methodist Church during the rental, whether the damage is caused by the renting party or by any other person admitted to the hall by the renting party.
5. The renting party shall be responsible for upholding and seeing to the enforcement of all applicable federal, state, and local laws during the rental period.
6. The responsible individual signing this agreement hereby attests that he/she is a responsible adult aged twenty-one or older.
7. The hall may be decorated by suspending decorations from "T-bars" in the ceiling. All decorations are to be removed by the renting individual or group. **No thumbtacks, only the painter's tape to walls.**
8. This agreement applies to the fellowship hall, kitchen and bathrooms on the upper level of Georgetown Hall. The lower level classrooms and bathrooms are not to be used.
9. **ANY PERSON OR GROUP OUTSIDE THE MEMBERSHIP OF WALKERSVILLE UNITED METHODIST CHURCH MUST FURNISH PROOF OF LIABILITY INSURANCE IN THE FORM OF A LETTER OR CERTIFICATE FROM THE RENTER'S INSURANCE COMPANY THAT HE/SHE OR THE ORGANIZATION IS COVERED BY LIABILITY INSURANCE.**

SIGNATURE OF CONTACT PERSON: _____

PRINT NAME: _____ ORGANIZATION: _____

DATE: _____

**MAINTENANCE CHECKLIST FOR USE OF GEORGETOWN HALL, WALKERSVILLE
UNITED METHODIST CHURCH**

Purpose. The purpose of this checklist is to ensure that when this facility is used by any group or organization, correct procedures are taken by the user to leave all areas utilized in a clean and acceptable condition.

Contact Person's Name: _____ Home Phone: _____

Cell Phone: _____

E-Mail: _____

Organization: _____

Date(s) and inclusive times used: _____

Please check the areas of Georgetown Hall that were used: _____ Social Hall _____ Kitchen

Upon completion of all activities prior to vacating the building, have you left the condition of all used areas in the same manner as you found them? Please respond to the following subparagraphs a thru f by placing a check mark (x) in the appropriate column.

	YES	NO	N/A
a. Have you carefully folded and returned all tables and chairs to the areas they were found? (It will be acceptable to leave 6 tables standing to avoid overloading the table rack.)	___	___	___
b. If kitchen was used, was all tableware and associated cooking equipment properly washed and placed in proper containers? Floor swept or mopped, if needed?	___	___	___
c. All garbage/refuse in cans bagged, tied and placed outside in the dumpster located in the parking?	___	___	___
d. Were gas or electric stoves used? If so, were all controls turned off?	___	___	___
e. Were all floor areas of social room swept, if needed?	___	___	___
f. Where all bathrooms checked for cleanliness? All toilets flushed - <u>not running</u> ? Faucets turned off? Were all windows closed and locked, all lights turned off and all outside doors locked?	___	___	___
g. Was any damaged property or equipment immediately reported to the Church Office?	___	___	___

Special instructions. At the time building is scheduled for use, a staff member or Board of Trustees member will inform user where to locate necessary keys to operate gas stove and to open and close doors housing necessary equipment and cleaning tools. He/she will also inform you where to find the instructions for use of special kitchen equipment. **When you have completed this form, please leave it on serving counter on outside of kitchen.**

(Signature of Responsible Person) and (Time Building Vacated)

Approved WUMC Board of Trustees, 3/7/2018, to be effective 4/25/2019.

**Examples of Georgetown Hall Master Floor Plan.
Please follow these examples upon exit/clean up.**



Approved WUMC Board of Trustees, 3/7/2018, to be effective 4/25/2019.