



GRACE

BUILDING USE REQUEST FORM

EVENT NAME: _____

EVENT START DATE/TIME: _____

EVENT END DATE/TIME: _____

APPROX NUMBER OF ATTENDEES: _____

GROUP/ORGANIZATION: _____

CONTACT NAME: _____

CONTACT EMAIL: _____

CONTACT PHONE: _____

LOCATION(S) OF USE:

- | | | |
|---------------------------------------|--|--------------------------------------|
| <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Edgar Hall | <input type="checkbox"/> Rose Garden |
| <input type="checkbox"/> Beggs Chapel | <input type="checkbox"/> Meeting Room | <input type="checkbox"/> Kitchen |
| <input type="checkbox"/> Wesley House | <input type="checkbox"/> Community Rom | <input type="checkbox"/> Other _____ |

PARKING:

- | | | |
|---|--|---|
| <input type="checkbox"/> South St. Garage
(Sunday only, \$250) | <input type="checkbox"/> South St. Garage
(Sat-Sun or M-F after 5pm, \$300) | <input type="checkbox"/> Street Parking
(Free Mon-Sat after 5pm & all day Sun) |
|---|--|---|

EQUIPMENT NEEDED:

- | | | |
|---------------------------------------|---|--------------------------------------|
| <input type="checkbox"/> Audio/Visual | <input type="checkbox"/> Registration Table | <input type="checkbox"/> Other _____ |
| <input type="checkbox"/> Sound | <input type="checkbox"/> Internet | |

CATERING:

- | | | |
|---|--|--|
| <input type="checkbox"/> None | <input type="checkbox"/> Bringing refreshments | <input type="checkbox"/> Outside Caterer |
| <input type="checkbox"/> Grace UMC Hospitality* | <input type="checkbox"/> Bringing meal items | <input type="checkbox"/> Other _____ |

*Must be approved by Grace UMC Hospitality Committee

OTHER REQUESTS:

Leave this box blank until the event is reviewed.

RENTAL FEE: Payment due 1 week prior to event.

Pre-Determined Fee: \$ _____

Grace UMC Approval

Date

Event Coordinator Signature

Date

GRACE UNITED METHODIST CHURCH FACILITIES POLICY & USER AGREEMENT

INTRODUCTION

This policy prescribes the rules and regulations under which Grace United Methodist Church, 216 State Street, Harrisburg (the "Church") shall make its facilities and equipment available for use by groups/organizations not affiliated in any manner with the Church. Any questions concerning this policy/agreement shall be referred to a designated member of the Church staff.

PRIMARY USE

The facilities and equipment of the Church are first and foremost for the use of Church members and regularly scheduled Church programs and activities. When these facilities are not in use by church members and/or groups, they may be reserved for non-Church groups/organizations upon approval by the Leadership Council, or its designee and compliance with the Policy. The Building will be open 30 minutes before the scheduled time of the reservation and 15 minutes after the end of the reservation.

SERVICES

A custodian or other responsible Church personnel must be on duty at all times when the facility is in use. The services to be provided by the custodian or other designee shall include unlocking the building, turning on such lights as appropriate, unlocking exit doors from the area being used, making sure fire regulations are being met, setting up chairs and after the meeting cleaning and arranging the room for regular church use. If any other services are needed, arrangements will need to be made in writing in advance of the use.

KITCHEN FACILITIES

Use of kitchen facilities/equipment may be granted only upon request to and approval of the Leadership Council, the Church Administrator or other designated member of the Church staff. Any use must be in full compliance with all applicable local, state and federal laws and regulations and this Policy. Only persons properly trained in use of food equipment and so licensed if applicable, will be permitted to use the kitchen for preparation of food.

NON-CHURCH GROUPS/ORGANIZATIONS (PROFIT OR NON-PROFIT)

The Church will make its facilities and/or property available only to non-Church groups/organizations that met the following criteria:

- Groups/organizations whose purposes and objectives are generally compatible with those of the Church, and in the judgment of the Church would not exploit the Church's name or constituency, would not tend create or tend to create an unfavorable environment or public exposure for the Church, or would create undue risk of damage or misuse of Church facilities.

→ Groups/organizations will take responsibility for their activities and abide by the Policy.

PRIORITIES FOR USE

Priorities for the use of facilities, property and/or equipment by non-Church groups/organizations will be given to Religious, Social Advocacy, Educational, Civic, Cultural, and Community Service Organizations in this order.

SUPERVISION

All groups/organizations must designate an individual, 21 years of age or older for the conduct of the group/organization. This "to be leader" must meet with Church staff prior to the anticipated use to review this agreement, rules and regulations and be oriented regarding each facility and/or equipment to be used.

STANDARDS OF CONDUCT

- Any conduct contrary to the general purpose of the Church is prohibited.
- Smoking is prohibited in all areas of the facility.
- Consumption of alcoholic beverages and/or illegal drugs is prohibited anywhere on Church property or in the facilities.
- Behavior that could incite others to disorderly, aggressive or generally unruly behavior is prohibited.
- The group/organization will only be permitted to use the Church facilities who are inclusive of all persons, including race, color or creed, gender or sexual orientation.
- The Church facilities shall not be used for any unlawful purpose.
- The Church reserves the right to immediately dismiss any individual and/or group that does not properly observe rules of conduct and to revoke permission if in the designated Church staff member's reasonable judgment that proper use is not being made of the Church facilities.
- There shall be no signs, banners, pennants placed in or on Church property without specific approval of designated Church staff member.
- The responsible person agrees to assume responsibility for confirming members/participants to the room or parts of the Church specifically included in this Agreement.

CERTIFICATE OF INSURANCE

All groups/organizations will be REQUIRED to provide a commercial general liability Certificate of Insurance naming the Church as an "additional insured." Vendors of groups/organizations using facilities and/or property shall also provide or be named as an insured on the group/organization's Certificate of Insurance. Liability coverage extended to the Church shall not be less than 1 million and must be provided prior to the event.

RESPONSIBILITY FOR DAMAGE

The individual responsible for the group/organization and the group/organization as a whole shall be responsible for all damages to facilities, property and/or equipment caused by the group/organization. A security deposit may be required. The group/organization will be notified within 36 hours of the damage and payment therefore required and reimbursement will be made on a replacement cost.

INDEMNIFICATION

The group/organization agrees to indemnify and hold Church harmless for any and all liability including claims of personal injury and property loss arising out of the group/organization's use of the Church's facilities.

LOSS OF PERSONAL PROPERTY

The Church assumes no responsibility for the personal property of individuals, groups or organizations utilizing the facilities and/or property. The Church assumes no responsibility for loss or personal property under any circumstances whatsoever.

TAXES

Any taxes to local, state or federal government will be paid by the group/organization using the Church's facilities.

USE OF CHURCH NAME

Use of the Church's facilities does not imply endorsement or sponsorship of any event by the Church. Promotional materials shall be designed in such a way that no suggestion of endorsement or sponsorship is implied.

ADMISSION FEES

Admission, registration or any other sort or form or type of participation fees shall not be charged without the prior written approval by the Leadership Council, Church administrator, or other designated member of the Church staff.

FOOD/ENTERTAINMENT

Use of a caterer and/or entertainment shall be strictly subject to the approval of the Leadership Council, Church administrator or other designated member of the Church staff and conditions imposed by the Church for such use.

DECORATIONS

Decorations for any event may be used only upon prior approval by the Church. Prompt removal of decorations approved shall be the responsibility of the designated group leader.

ADMINISTRATION

Administration of this policy shall be the responsibility of the Administrator of the Church or other designated member of the Church. Exceptions to this policy can only be made by approval of the Leadership Council or its designee.

RIGHT TO ALTER

The Leadership Council reserves the right to alter any of the regulations.

RATE SCHEDULE (see attached)

Room(s) Suggested Rate - \$100.00/hr/room (3hr min) _____

Kitchen Facility Suggested Rate - \$50/hr (4hr min) _____

Equipment Suggested Rate per hour/per day _____

Custodial Service (required for all events) \$200 payable to Tom Moran

The rate above is a suggested rate and final determination shall be with the Church Administrator upon consultation with the minister and a representative of the Leadership Council as deemed appropriate.

X _____

I HAVE READ AND UNDERSTAND THE "USE OF GRACE UNITED METHODIST CHURCH FACILITIES POLICY AND USER AGREEMENT". AS A DESIGNATED REPRESENTATIVE OF MY GROUP/ORGANIZATION, I AGREE TO THE TERMS SET FORTH BY THE CHURCH. I UNDERSTAND THAT THIS AGREEMENT IS NOT APPROVED BY THE CHURCH UNTIL SIGNED BY AN OFFICER/DESIGNATED STAFF MEMBER OF THE CHURCH.

GROUP/ORGANIZATION

GRACE UMC

PRINT OR TYPE NAME OF GROUP/ORGANIZATION

PRINT OR TYPE OFFICER/STAFF MEMBER'S NAME

POSITION IN ORGANIZATION

POSITION OF OFFICER/STAFF MEMBER

SIGNATURE

SIGNATURE

DATE

DATE