

APPLICATION FOR USE OF FACILITIES FOR WEDDINGS

Harmony United Methodist Church
380 East Colonial Highway
Hamilton, Virginia 20158
(540) 338-2937

Brides Name: _____ Phone: _____ Email: _____

Grooms Name: _____ Phone: _____ Email: _____

Address: _____

Wedding Date and Time Requested: _____

Rehearsal Date and Time Requested: _____

- Not a member of Harmony UMC

- Harmony UMC member (there is no charge for Harmony members to use the church)

Donations made by Harmony members are greatly appreciated

Facilities Desired:

Sanctuary Kitchen & Driscoll Hall Class Rooms _____# needed

Fee Structure:

Security deposit - \$100

Sanctuary & 2 classrooms - \$400

Additional class rooms - \$50 each

Wedding Coordinator's fee - \$175

Kitchen & Driscoll Hall - \$250 (for 4 hours)

Custodial fees - \$100 for wedding only/

\$100 for Social Hall & Kitchen

Call Minister and Organist for their fees

Total Fee For Use of Facility: \$ _____ (NOTE: A \$100 refundable deposit is due with the submission of this application and balance due on or before wedding date)

Nothing may be thrown on church property; i.e. birdseed, rice. Bubbles may be used.

I agree to leave the facility in a neat and orderly fashion, just as I found it. I will accomplish the items on the checklist below before leaving the building. Failure to do so may result in loss of my security deposit. If any questions or unusual situation arises, I will contact one of the church officers listed below.

Signature: _____ Date: _____

Checklist:

No smoking on the premises

Trash put in proper containers

Bring own towels and dish cloths

All appliances turned off

Class rooms left as found

Remove all personal items

If you were loaned a key, return it to church office

Contact Persons:

Sylvia Ratcliff, Wedding Coordinator (540) 338-4292

Robin Good, Church Admin. (540) 338-2937

Lorenzo Goins, Property Mgmt, (540) 338-0532

**HARMONY UNITED METHODIST CHURCH
GENERAL USE POLICY
CHURCH FACILITIES AND SCHEDULE OF REQUEST FOR CONTRIBUTIONS**

Harmony United Methodist Church property and facilities are to be used primarily for church functions. Harmony United Methodist Church (hereafter known as HUMC) recognizes, however, that its ministry to its members and to the community is enhanced through a broad use of its facilities. Therefore, we encourage use of HUMC facilities by other groups including religious, charitable, cultural, community service, fellowship, and educational groups, as well as by individuals. Our goal is to be as helpful as we can in providing facilities for various events. However, HUMC reserves the right to refuse any application for use of the church facilities and the applicant agrees to hold HUMC harmless as a result of any refusal of an application. This document includes the policies, procedures, responsibilities, and terms of agreement relating to the use of HUMC property and facilities. These include the following:

- The representative of the group who signs the “Application for Use of Facilities” form is responsible primarily for the group.
- Adequate adult supervision will be provided for all youth and children’s activities.
- All groups using HUMC are expected to leave the facilities in the same condition as, or better than they were found. All equipment, tables, chairs, etc. are to be placed in original positions, unless otherwise instructed.
- Application forms **and payment** will be submitted no later than 21 days before space and/or equipment are needed.

The user or group representative, by signing the “Application for Use of Facilities,” agrees to hold harmless and indemnify HUMC and its Board of Trustees with respect to any claim or loss, injury, death, or damage because of negligence or wrongful performance of the user, including damage to the building, furnishings, equipment, or property. It is recommended that user obtain an insurance policy for such coverage.

GENERAL INFORMATION

1. Smoking or use of tobacco products is absolutely prohibited on the premises.
2. No alcoholic beverages or use of controlled substances are permitted on HUMC property.
3. Trash will not be left in the facilities, on the grounds, or the parking lots. Use trash receptacles positioned at the rear of the HUMC building.
4. Events for youth and children in the building or on the HUMC grounds must be supervised at all times by a minimum of two adults. An additional adult is required for each additional ten (10) young people.
5. Users scheduling events requiring childcare providers will have a minimum of two (2) providers for each group of children up to ten. At least one of the providers must be an adult. For more than ten children, the ratio of providers to children should be approximately 1 to 5. It is the user’s responsibility to arrange the appropriate number of providers.
6. Adults and children attending events must refrain from leaving the area(s) assigned to the event.
7. For profit commercial activities are not permitted to use the facilities.
8. No permanent signs, banners, pennants, decorations, etc. may be placed in or on the HUMC buildings. Temporary table decorations may be used. Other types of temporary signs may be used on easels or bulletin boards specifically assigned by the Property Manager.
9. The church will be unable to approve use applications for events planning extemporaneous programs unless control procedures can be described in an addendum to the Application that will ensure that presented material will be consistent with the mission and decorum of HUMC.

SCHEDULING

If it is determined that a conflict exists among the applications for use of the facilities, the church office will resolve the conflict by suggesting alternative time or facilities. Failing this, approval will be made in accordance with the following general priorities.

1. HUMC worship service, including weddings, funerals, and Sunday School, and normal operation of the Weekday Preschool Program.
2. Meetings of church commissions, committees, councils, the Church Council, and other organizational groups within HUMC.
3. Social and recreational activities of church groups.
4. District and Conference meetings and programs.
5. Church sponsored groups, such as the Boy/Girl Scouts, and Kids with Purpose.
6. Non-church organizations who regularly use HUMC such as the Ruritans.
7. Church-affiliated groups for use of the facilities for overnight accommodations.
8. Community service and educational organizations.

The church office staff will maintain a calendar of all HUMC activities. If it is necessary to close HUMC due to inclement weather, scheduled users may call the office for a recording or tune into radio WAGE. For any other emergency closings, the office staff will attempt to notify the scheduled users.

FUND RAISING ACTIVITIES

1. The HUMC buildings, equipment, and grounds shall not be used for commercial purposes, except when the profit is to be used for religious, charitable, or community benefit.
2. Non-church groups may not conduct fund raising or profit making activities on the HUMC premises.

HOURS OF OPERATION

Office hours are Monday through Thursday 8:30 a.m. - 4:30 p.m., Friday 8:30 a.m. – 12:30 p.m.

APPROVAL

Authority is given to the Church Council Chairperson, Senior Pastor, or the Board of Trustees Chairperson to approve/disapprove all applications except those requests made by church-affiliated tour groups for use of the facilities for overnight accommodations. That type of request may be authorized/disapproved by the Senior Pastor or Board of Trustees Chairperson.

RESERVATIONS

1. Applicants for use of the buildings, grounds, or equipment will submit the form entitled “Application for Use of Facilities” in duplicate to the church office as early as possible to provide the church office maximum flexibility, if rescheduling is required. The church office will attempt to honor all reservations and to resolve any scheduling conflicts by suggesting alternative times or facilities.
2. Church and non-church groups using the facilities on a recurring basis are required to make an annual application at the time of their first request and thereafter in the month of January for the use of the building during the ensuing calendar year.

CANCELLATIONS

Cancellations shall be made with the church office as far in advance as possible. The notification preferably shall be made in writing.

SECURITY

1. HUMC is not responsible for loss of the user group's personal items. The person losing an item may check the lost and found box located in Driscoll Hall or the church office, and if identified, the item will be returned to its owner. Contents of the lost and found box are disposed of periodically.
2. User groups must restrict all activities to those assigned areas for which permission has been given.
3. Children below the fifth grade must be monitored to and from restrooms and child care areas.
4. User groups are charged with responsibility for closing windows; turning off lights in rooms used including restrooms; adjusting thermostats to temperatures posted; and, if having been instructed by the approving authority, locking the doors to the meeting room(s) and building. If authorized to use a kitchen facility, insure that all gas to kitchen equipment is turned off, dishes, glassware, and flatware are cleaned and stored in cabinets marked for their storage; dishwasher is turned off; all unused food is removed from HUMC; and, trash is disposed in the containers located in back of HUMC.
5. If keys to the rooms and the building have been checked out for the event, they must be returned before the security deposit is returned to the user group's representative.

USE OF BUILDING AND EQUIPMENT

1. Use of HUMC facilities will be limited generally to the inherent systems and features installed or readily setup in each room. HUMC is not equipped for large theatrical events requiring a stage or elaborate lighting.
2. All groups using HUMC are expected to leave the facilities in the same condition as, or better than, they were found. All equipment, tables, chairs, etc. are to be placed in original positions.
3. Food or drink may be served only in those rooms having kitchen facilities or those specifically permitted in the application.
4. Special permission may be granted to use kitchen equipment including china, glassware and flatware, provided the users have been instructed in the proper operation and cleaning of the dishwasher.
5. Users assume full responsibility for any damage to the facilities and equipment used. Users are responsible for the cost of fixing the damage and replacement of equipment. Acceptance of repairs and/or replacements by the Property Manager is required before any part of the security deposit may be returned.
6. A church host/hostess will be assigned to non-church users of the kitchen to show them how to use the equipment and to oversee the use and cleanup of kitchen equipment and facilities. The presence of the church host/hostess does not alter the user's responsibility for damage to facilities or equipment.
7. All non-church groups must provide their own paper products. Church groups may be assessed the cost of paper products used.
8. Use of a caterer should be noted on the application.
9. HUMC equipment or furnishings may not be removed from the premises without specific prior approval of the Property Manager..
10. All participants and leaders in recreational activities will act responsibly and sensibly to help create a safe and fun-filled environment and will refrain from activities that have the potential to damage property and/or injury to persons.

CONTRIBUTION SCHEDULE

Members of HUMC are not required to pay a fee for use of the facilities for weddings or funerals of their immediate families. Members are expected, however, to pay the cost of janitorial services for weddings. Other suggested wedding service contributions are contained in the "Application for Use of Facilities for Weddings." Members are required to reimburse HUMC for any damages to the facilities or equipment. Suggested contributions are shown on the "Application for Use of Facilities" and are applicable to HUMC members for other private functions.

For any non-church group approved to use HUMC facilities, the contribution schedule shown on the "Application for Use of Facilities" will apply and will be paid in advance. A separate negotiated contribution will apply for groups that use HUMC facilities on a monthly/yearly basis.

A minimum-security deposit of \$100 (by separate check) is required with the submission of the Application for members and non-members. This will be returned after inspection for damage is completed and, if applicable, keys have been returned. If no damage is found, the deposit will be returned. The contributions for use of the required facilities are due no later than 21 working days before space and/or equipment are needed. Keys required to enter the building and/or specific room(s) will be issued after final payment has been received. Costs of damages to the facilities or equipment will be paid promptly to the church office and the costs will be based upon a church estimate or the actual cost of a contractor.

HUMC facilities will be *reserved in four (4) hour increments*. The value of the basic increment times the number of increments needed equals the contribution requested. Additional increments of four (4) hours, or any part thereof, shall be at one half (1/2) of the basic rate.