

Facility Use Request and Agreement



Slater United Methodist Church
PO Box 126, 401 Story Street
Slater, Iowa 50244
515-228-3241
slaterumc@huxxcomm.net

Submit completed Facility Use Request to the Church in-box located by the calendar or in the vestibule.

Event Date: _____ Are you a: Member Non-Member

Group Name: _____ Are you: For Profit Non-Profit

Event Purpose: _____

Event Coordinator: _____

Phone: _____ Alternate Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Additional Contact Person: _____

Phone: _____ Alternate Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Email: _____

Event Details

Event Set Up Time: _____ Event Start Time: _____

Event End Time: _____ Event Clean Up/Completion Time: _____

Expected Number of Guests: _____

Facility Use Agreement

To be filled out by a Church Representative and the Event Coordinator together.



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Requested Spaces/Items

- Sanctuary Fellowship Hall Kitchen Fireside Room
- Classrooms: Number Required: _____ Which ones, if preference: _____
- Audio Visual Equipment (please specify): _____
- Instruments (please specify): _____
- Other (please specify): _____

Deposit (Members and Non-Members)

A deposit, in the form of a separate check, is due when the date of the event is confirmed to hold the date for you. After your event is over and you have completed and returned the **Facility Clean-up Check List**, and it is reviewed by the Church, the appropriate amount or all of your deposit will be returned to you.

Fees (Members and Non-Members)

Any and all fees may be altered or waived.

Funerals

- Visitation and Service
- Funeral Only
- Visitation Only
- Pastor
- Funeral Coordinator
- A/V Systems Operator (Per Operator)
- Pianist/Organist
- Use of Kitchen (Catered Meal).....
- Lunch (100 or less)
- Lunch (Over 100).....
- Coffee Fellowship (100 or less)...
- Coffee Fellowship (over 100).....
- Janitorial/Cleaning

Other Events

- Building Use
- Single Room
- A/V Systems Operator (Per Operator).....
- Pianist/Organist
- Use of Kitchen (Catered Meal).....
- Lunch (100 or less)
- Lunch (Over 100).....
- Coffee Fellowship (100 or less).....
- Coffee Fellowship (over 100).....
- Janitorial/Cleaning

Weddings

- Building Use
- Pastor
- Wedding Coordinator
- A/V Systems Operator (Per Operator)
- Pianist/Organist.....
- Use of Kitchen (Catered Meal).....
- Lunch (100 or less)
- Lunch (Over 100).....
- Coffee Fellowship (100 or less)...
- Coffee Fellowship (over 100).....
- Janitorial/Cleaning

Deposit _____
 Fees _____
Total Amount Due _____

I have read and agree to the General Guidelines for Facility Use. The person/organization requesting the use of Church facilities hereby absolves the church, it's pastors, leadership, members, or people of any liability for personal injury to any individual resulting from the use of the church facilities and agrees to be responsible for any property damage that results during the use of the facilities. Any damage to the church will be reported to leadership promptly. I agree to pay all deposits and fees associated with my event as indicated on this agreement.

_____ Church Representative Signature

_____ Event Coordinator Signature

Fees

Any and all fees may be altered or waived.

Deposit (Members and Non-Members)

A deposit, in the form of a separate check, is due when the date of the event is confirmed to hold the date for you. After your event is over and you have completed and returned the **Facility Clean-up Check List**, and it is reviewed by the Church, the appropriate amount or all of your deposit will be returned to you.

Funerals

	Non-Members	Members
Visitation and Service	\$200.00	Donation
Funeral Only	\$100.00	Donation
Visitation Only	\$100.00	Donation
Pastor	\$150.00	\$150.00 (suggested honorarium)
Funeral Coordinator	\$100.00	\$100.00 (suggested honorarium)
A/V System (Per Operator)	\$75.00	\$75.00 (suggested honorarium)
Pianist/Organist	\$100.00	\$100.00 (suggested honorarium)
Use of the Kitchen (Catered Meal)	\$100.00	\$100.00 (suggested honorarium)
Lunch (100 or less)	\$200.00	Donation
	(Over 100) \$275.00	
Coffee Fellowship (100 or less)	\$100.00	Donation
	(Over 100) \$150.00	
Janitorial/Cleaning	\$75.00	\$75.00 (suggested honorarium)

Weddings

	Non-Members	Members
Building Use	\$200.00	Donation
Pastor (Includes pre-marital counselling)	\$300.00	\$300.00 (suggested honorarium)
Wedding Coordinator	\$150.00	\$150.00 (suggested honorarium)
A/V System (Per Operator)	\$75.00	\$75.00 (suggested honorarium)
Pianist/Organist	\$100.00	\$100.00 (suggested honorarium)
Use of the Kitchen (Catered Meal)	\$100.00	\$100.00
Lunch (100 or less)	\$200.00	(100 or less) \$200.00
	(Over 100) \$275.00	(Over 100) \$275.00
Coffee Fellowship (100 or less)	\$100.00	(100 or less) \$100.00
	(Over 100) \$150.00	(Over 100) \$150.00
Janitorial/Cleaning	\$100.00	\$100.00 (suggested honorarium)

A \$100.00 deposit is requested at the time of confirming the wedding date.

All fees are due one week prior to the wedding date.

Other Events

	Non-Members	Members
Building Use	\$200.00	Donation
Single Room	\$75.00	\$75.00 (suggested honorarium)
A/V System (Per Operator)	\$75.00	\$75.00 (suggested honorarium)
Pianist/Organist	\$100.00	\$100.00 (suggested honorarium)
Use of the Kitchen (Catered Meal)	\$100.00	\$100.00
Lunch (100 or less)	\$200.00	(100 or less) \$200.00
	(Over 100) \$275.00	(Over 100) \$275.00
Coffee Fellowship (100 or less)	\$100.00	(100 or less) \$100.00
	(Over 100) \$150.00	(Over 100) \$150.00
Janitorial/Cleaning	\$75.00	\$75.00 (suggested honorarium)

General Guidelines for Use of Facilities

Members:

- May use the facility as long as the calendar shows availability.
- **A contribution to cover the utilities (electricity and water) would be appreciated.**

Non-Members:

- Please see Fees pages for applicable fees.

Non-Profit:

- Charitable or civic groups may use the fellowship hall at no charge if the calendar shows availability, however, a contribution would be appreciated to cover the cost of utilities, especially if the kitchen is used.

For Profit:

- When the fellowship hall is used for making a profit a fee of \$100.00 is requested for members and non-members.

Deposit:

- A deposit is due when the event date is confirmed.

The Church Building is a **NON SMOKING** Facility. The use of tobacco, alcoholic beverages or illegal substances is not permitted in the buildings OR on the grounds of the church.

- The Church does not permit alcoholic drinks or beverages. No furniture is to leave the building.
- The leader of the group should submit a Facilities Request Form in a timely manner to the Church Trustees or Pastor.
- Children should be supervised by their parents or responsible adults at all times and should not roam freely on church property.
- A church representative will be available by phone during the time of usage. If questions or needs arise during the event this individual should be contacted.
- Food Service is limited to pre-approved designated areas.
- Activities and programs are limited to the space that is assigned.
- The user is expected to leave the building clean according to posted instructions in the Kitchen and remove all items associated with their program immediately following the event.
- The user will be held responsible for any damage done to church property associated with the scheduled event.
- The user assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- The conduct of all persons attending programs is expected to be respectful of the environment as a place of worship.

Building Use Procedures

The group leader is responsible for the following prior to the event:

- Submitting a room set-up diagram if needed.
- Requests any equipment needs or food service needs in advance.
- Decorations may only be hung by means approved by the church. No decorations shall be hung from the suspended ceiling.

The group leader is responsible for the following during or after the event:

- Reporting any accident or injury to Pastor or Trustees, so that appropriate action may be taken.
- Reporting any damage or maintenance problems.
- Leaving the facility clean and removing all items associated with the event.
- Before leaving, inspect the facility. Fill out and sign the included check list. When done, return turn into the office with any keys if you have them.

Kitchen Use Procedures

If the kitchen is being utilized, the event coordinator is responsible for understanding the use of kitchen equipment and ensuring all cleaning procedures are followed as outlined in the *Kitchen Use Guidelines*, the basics of which are listed below:

- Using only items purchased specifically for the groups' use
- Cleaning, drying and storing all dishes and utensils
- Cleaning all counter-tops and table tops
- Removing all leftovers
- Cleaning spills
- Sweeping floors
- **Check that all stove tops and ovens are turned off**
- Communicate any problems with to the Pastor or Church Trustees.
- Remove all garbage
- Replace garbage cans with clean bags located under the island sink.

Any group or individual using an outside caterer should be provided with a copy of these rules, and must complete a Facilities Use Request Form. **In addition to the above captioned guidelines, the caterer must:**

- Use no church foods on hand
- Leave no leftovers

Facility Clean Up Check List

The event coordinator is responsible for understanding the use of kitchen equipment and ensuring all cleaning procedures are followed as outlined in the Kitchen Use Guidelines located in the Kitchen, the basics of which are listed below. ***Cleaning supplies are located in the big closet to the left of the Kitchen in the Fellowship Hall.***

- Clean, dry and store all dishes and utensils
- Clean all counter tops
- Clean all table tops
- Clean all bathrooms
- Removing all leftovers
- Clean any spills
- Sweep floors
- Check all appliances are turned off
- Remove all garbage
- Replace garbage cans with clean bags
(bags are located under island sink)
- Vacuum all areas used
- Communicate any problems with the Church Representative**

Slater UMC Church Representative on Call for Your Event:

1. Call First — Name: _____ Phone Number: _____

2. Call only if 1 does not answer — Name: _____ Phone Number: _____

3. Call only if 1 and 2 don't answer — Name: _____ Phone Number: _____

I, the Event Coordinator, have reviewed the state of cleanliness of the building after our event. All areas that we have used have been cleaned per this Facility Use Request, and the checklist above.

Date

Event Coordinator Signature

Return this checklist along with any keys (if you have them) to the Church office. Once the Church has been inspected, you will receive the appropriate amount or all of your deposit back.