



FACILITIES USE POLICIES & FORMS PACKAGE

Included:

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Facility Use Policy – Non-Broad Street Church Groups

Policies and Regulations Regarding Use of Broad Street United Methodist Church Facilities by Non-Broad Street Church Groups

POLICIES

Broad Street United Methodist Church recognizes that providing its physical facilities in support of other compatible Christian non-profit organizations and programs can increase our outreach and ministry in service to God and our community. At the same time, it is necessary that such use of facilities and equipment be controlled in the best interest of the church. It is the intent of this policy to administer the stewardship of the facility and to maintain it in the best use of the mission of the church.

All non-Broad Street Church groups (any group not directly related to the programming of Broad Street United Methodist Church, herein referred to as the User Group) desiring to use church facilities must confirm acceptance of the terms herein specified. All required application forms must be completed and approved by the church prior to any event being added to the church calendar. Payment of fees for use of our facilities will be required five business days in advance of approved event.

Broad Street United Methodist Church reserves the right to accept or deny requests for use of church facilities and to cancel or modify established agreements in the church's best interest regarding property management, requirements for use of the facilities for church activities (which shall always have priority), and in accordance with governmental regulations.

All requests for use of the facilities and/or equipment are to be processed through the Office Manager at the church office. Requests will be considered on a first-come, first-serve basis. Regularly scheduled activities of Broad Street United Methodist Church have priority over all other requests.

REGULATIONS

1. All persons and groups desiring use of the church facilities and/or equipment for purposes that are not church related must sign a Hold Harmless Agreement with Broad Street United Methodist Church. The agreement acknowledges the group's intent to abide by these policies and to accept responsibility for any damages to the facilities and/or equipment.
2. The User Group must be an organization whose purposes and activities are relevant to the mission of Broad Street United Methodist Church and whose activities conducted on church property reflect the same.
3. User Groups using church property or facilities may not charge a fee or receive monetary remuneration for services rendered on church property.
4. Drugs, tobacco, and/or alcohol are prohibited for consumption or sale and are not allowed on church property at any time. Smoking is not allowed at any time on church premises.
5. User Group must stay in designated, reserved area with additional access to restrooms only. Other rooms, other than reserved area, are off limits.

6. Decorations must not damage the facilities or furnishings in any way and must be removed by the User Group immediately after using the facilities. No decorations are to be attached to painted surfaces. No decorations are to be removed, covered, or obstructed. Broad Street United Methodist Church assumes no responsibility for any equipment, merchandise or property left within the facility or on the property.
7. Building use hours are Monday through Friday from 8:00 a.m. until 9:00 p.m. Evening events will be concluded and the building closed by 9:00 p.m. For any event held after 4:30 p.m., the Central Avenue door will be unlocked 15 minutes prior to scheduled event and locked back 15 minutes after scheduled meeting time. Due to necessary preparation for Sunday church services, Saturday events are not allowed.
8. The allowable quantity of people in any given area is governed by the design of the rooms used. Strict compliance with the maximum fire code occupancy load is required. At no time should the User permit chairs, equipment, etc. to block or obstruct any aisles, entries, passages, halls or openings required for the standard or emergency flow of people. Contact person should make sure group is aware of emergency procedures and exits.
9. User Groups will be responsible for leaving the facilities in the same condition as it was found.
10. The User Group will be held responsible for all loss or damage to church property during periods when they are using the facilities. Permission to use church facilities or equipment shall not include liability on the part of the church for property damage or personal injuries resulting from user-group activities.
11. Youth groups using the facility and/or equipment must have adequate adult supervision. All children on church property must be under adult supervision in accordance with Broad Street United Methodist Church's Safe Sanctuaries policy of *"two unrelated adults required to be present during any program, event or ministry that involves children and/or youth until all children and/or youth are in the custody of a parent or guardian."*
12. Only after proper training and certification will individuals be authorized to operate any church equipment.
13. A deposit of \$50.00 will be due when event is approved. Full payment of fees must be turned in one week prior to scheduled event. Checks should be made out to Broad Street United Methodist Church. If event is cancelled after approval, deposit fee will be forfeited.
14. The kitchen is not available for non-Broad Street Church group usage.



BROAD STREET UNITED METHODIST CHURCH ROOM REQUEST FORM

- ❖ Complete sections 1 – 7 and submit to church office at least 10 business days prior to the event.
- ❖ If approved, rooms will be assigned on the basis of need and availability.
- ❖ Fax form to (423) 559-0190, email to broadumc@bellsouth.net or mail to Broad Street United Methodist Church, P O Box 3, Cleveland, TN 37364-0003.

1. Today's Date



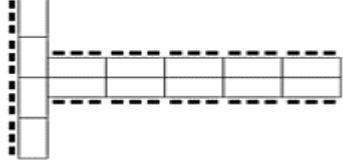
| | | |
|--|-------------------------------------|----------------------------|
| 2. EVENT INFORMATION (Please print) | | Form revised 5/1/09 |
| Contact Name | Title | |
| Day Telephone | Evening Telephone | |
| Email Address | FAX | |
| Ministry/Organization sponsoring the event | | |
| Name of the event | | |
| Number of expected attendees | | |
| Will food be served? | If Yes, which caterer will be used? | Phone: |

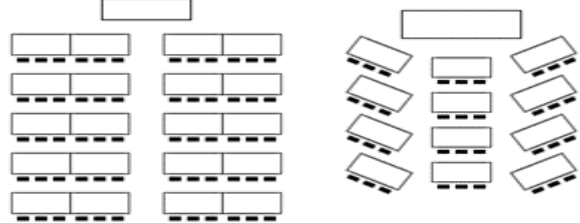
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|---|--------------|------------|----------|
| 3. SCHEDULING Your event will not be added to the church calendar until final approval and deposit are received. | | | |
| Date of requested event | Day of event | Start Time | End Time |

4. FACILITY REQUEST (Rooms will be assigned according to the need and availability.)

- | | | | | |
|--|-------------------------------------|------------------------------------|--|----------------------------------|
| <input type="checkbox"/> Triplett Hall | <input type="checkbox"/> Parlor | <input type="checkbox"/> Gym | <input type="checkbox"/> Conference Room | <input type="checkbox"/> Library |
| <input type="checkbox"/> Garden | <input type="checkbox"/> Classrooms | <input type="checkbox"/> Sanctuary | <input type="checkbox"/> Chapel | <input type="checkbox"/> Other |

5. FACILITY SETUP (Diagram of room setup, check one only)

| | | |
|---|--|--|
| <input type="checkbox"/> Conference Style  | <input type="checkbox"/> U-Shape Style  | <input type="checkbox"/> T-Shape Style  |
|---|--|--|

| | |
|--|--|
| <input type="checkbox"/> Classroom Style <p style="text-align: center;">-or-</p>  | <input type="checkbox"/> Other (please diagram) <div style="border: 1px solid black; height: 100px; width: 100%;"></div> |
|--|--|

6. EQUIPMENT/PRESENTATION MATERIALS (Check all that apply)

| | | | |
|--|---|---------------------------------------|--|
| <input type="checkbox"/> TV Monitor | <input type="checkbox"/> Portable Projector | <input type="checkbox"/> CD Player | <input type="checkbox"/> Extension Cord |
| <input type="checkbox"/> VCR | <input type="checkbox"/> Overhead Projector | <input type="checkbox"/> Sound System | <input type="checkbox"/> DVD Player |
| <input type="checkbox"/> Projection Screen | <input type="checkbox"/> Microphone | <input type="checkbox"/> Flip Chart | <input type="checkbox"/> Dry Erase Board |
| <input type="checkbox"/> Markers | <input type="checkbox"/> Other: | | |

7. ADDITIONAL INFORMATION

How is your event relevant to the mission of Broad Street United Methodist Church, which is to Build, Strengthen, Unite, Motivate and Challenge Disciples of Jesus Christ?

The applicant and the individual executing this application hereby waive any and all claims, demands, and causes of action that they may have against Broad Street United Methodist Church as a result of the use of church facilities pursuant to this application. The applicant and the individuals executing this application shall indemnify and hold harmless Broad Street United Methodist Church and its officers, agents, and employees from and against any and all costs of litigation arising out of or associated with the use of church property by the applicant group and its members, guests, employees, and agents pursuant to this application. A certificate of liability insurance in favor of Broad Street United Methodist Church may be required.

We have read and agree to comply with the "Policies and Regulations Regarding Use of Church Facilities by Non-Broad Street Church groups."

Printed name and Signature of applicant: _____

Address: _____ Phone #: _____

For Office Use Only:

| | |
|--|--------------------------------|
| Date Form Received By Office _____ | Scheduling Approval Date _____ |
| Date Requester Notified _____ | Fee: \$ _____ |
| <input type="checkbox"/> Copies to Custodial Staff | |

Hold Harmless Agreement

I/We, the undersigned, in consideration of being allowed to use the property and facilities of Broad Street United Methodist Church in Cleveland, Tennessee, do agree to hold the said church, its agents, members and employees harmless from any damages or injuries resulting at any time, heretofore or hereafter, from the usage of said property and facilities.

Executed on this _____ day of _____, 2009.

Print Name _____ Signature _____

Print Name _____ Signature _____

On behalf of (organization): _____

