

Use Requirements

Non-Profit Organizations

1. Groups requesting use of church facilities shall complete the Facility Use Application form, attached to this policy. Application shall be made at least six weeks prior to the event to allow review and approval by the Trustees. The approved application will be kept on file in the church office. Application cannot be made more than 6 months prior to the event.
2. For organizations that apply for recurring use of the facility, the application must be re-submitted each program year. Typically, the program year would start in September.
3. The contact person identified on the use application is responsible for cleanup and returning the space to the previous condition and arrangement.
4. There will be no charge for use of the church facilities by non-profit organizations.
5. Facilities will be provided on an as available space basis. Such meetings are subject to cancellation or reassignment to another location or time, if a conflict with use by a CUMC group arises. CUMC will notify the organization at least one week prior to the scheduled date, if cancellation is necessary, with the exception of a conflict with a funeral. In the case of a funeral, as much notice as possible will be given.
6. The UMW must approve use of the kitchen service and equipment. Refer to the "Use of Kitchen and Kitchen Equipment" section of this policy.
7. Granting use of church facilities is in no way an endorsement by CUMC of the organization or its purposes.
8. The Trustees reserve the right to refuse use of the church facilities to any person or non-church group.

Non-Church Groups or Non-Church Related Activities

1. Anyone requesting use of church facilities shall complete the Facility Use Application form, attached to this policy. Application shall be made at least six weeks prior to the event to allow review and approval by the Trustees. Application cannot be made more than 6 months prior to the event.
2. For organizations that apply for recurring use of the facility, the application must be re-submitted each program year. Typically, the program year would start in September.
3. The contact person identified on the use application is responsible for cleanup and returning the space to the previous condition and arrangement.
4. A church member or constituent may apply to use the church facilities for a short-term personal activity, such as an anniversary open house, for a cost of \$35.00.
5. The rental charge for not-for-profit type activities is \$50 for the first 4 hours and \$10 each hour greater than 4 hours.

6. The rental charge for for-profit type activities is \$100 for the first 4 hours and \$20 each hour greater than 4 hours.
7. The UMW must approve use of the kitchen service and equipment. Refer to the "Use of Kitchen and Kitchen Equipment" section of this policy.
8. For a series of multiple events, application may be made to the Trustees for a possible reduced rental rate.
9. Application may be made to the Trustees for a reduction in rental rate, if special circumstances exist.
10. All fees are to be received at least 14 days in advance of the event.
11. A charge of 10 cents per copy will be charged for copies made on church reproduction equipment.
12. Granting use of church facilities is in no way an endorsement by CUMC of the organization or its purposes.
13. The Trustees reserve the right to refuse use of the church facilities to any person or non-church group.

Statement of Liability

Groups and their members agree to assert no claims against CUMC, its Trustees, officers, and/or members as a result of damages sustained to the person or property of groups and their members while on CUMC property. Use of CUMC building / grounds and or equipment is at the entire and sole risk of said groups and their members and the groups and their members agree to bear the entire risk of loss and/or injury to their property and/or person(s) resulting directly or indirectly from use of CUMC facilities.

The Groups and their members agree to repair or replace, at the discretion of the Church's Trustees, any damage to any portion of the facility and/or equipment occurring during the time the group was using the church facilities. Any damage shall be immediately reported to the church office and Trustees.

As the individual responsible for this group and event, I acknowledge I have read and am aware of the requirements for use of the building, contained here and in the applicable portion of the Church Use Policy, and accept responsibility for our group's actions. I have read and agree with the above statement of liability.

Signed: _____

Printed Name: _____ Date: _____

For Office Use Only:

Use Approved By Trustees: _____ (Chair) Date: _____

Notified of approval and cost or disapproval: _____ (Liaison) Date: _____

Use Fee Received: _____ (Liaison) Date: _____