

**Atascadero United Methodist Church
Facilities Usage Application**

Request Date: _____ Date of Event/Use _____ Hours: _____

Rehearsal planned? Yes No If Yes, Date and Hours: _____

Person Responsible/Point of Contact: _____

Address _____ Phone _____

Organization: _____

Address _____ Phone: _____

Non-profit Federal Tax ID Number: _____

Insurance Carrier _____

(Please provide a proof of liability insurance certificate along with this application)

Purpose of use: _____

Room(s) Requested: Sanctuary: Labyrinth: Dexter Hall:

Kitchen Lombard Lounge: Classroom(s) Back Patio:

Number of people expected: _____ Will children be present? _____

If children will be present, what arrangements will be made for their adequate supervision?

If the kitchen is requested, please explain the extent of the use (e.g. full meal, coffee/snacks, etc.)

Will tables be needed? _____ If yes, how many do you wish to seat? _____

If the Sanctuary is requested, please check which items of furniture need to be moved:

(Please note that any moving of any of these items is at the discretion of the Trustees and fees are charged; please refer to fee schedule)

Pulpit Amn A rails B mal Font C

Piano *Moving the piano is discouraged and may never be moved to the higher level)*

Items checked moved for the: Performance: Yes No R earsal: Yes N

All events will require a member of AUMC to serve as an Event Host. If there is no member to serve as an event host, the church will provide the Event Host at a fee of \$75.00.

Is an Event Host needed? Yes No

OR:

If audio and/or visual equipment is needed to be used, the AUMC Events Manager services are required and a fee is charged (Please refer to fee schedule)

Is audio needed? Yes No Is visual/video needed? Yes No

Facilities Usage Regulations and Agreement

Application Process

- All applicants must complete the application, providing one copy to the church secretary and retain one copy for their records.

The point of contact for the initial applications and any questions is the church secretary of AUMC:
Kathy Hansen 805-466-2566 kathy@atascaderoumc.org

Applicants shall, without exception, provide the name and phone number for the organization who is age 18 or older and will serve as the single point of contact for the organization. Without this information, the applications will be considered incomplete.

Legal Terms

- The use of the church grounds and facilities are at the discretion of the pastor and the Board of Trustees. This agreement grants a personal license only, does not create a tenancy and may not be assigned to or used by any other organization or person.
- Licensee agrees to defend, indemnify, and hold harmless the Church, its officers, members, clergy, staff, agents, and volunteers from all claims, losses, costs, obligations, and liabilities for injuries to any persons, or for damages to or loss of property of any kind in any way arising out of Licensee's use of the facilities granted by this agreement, whether or not arising from any negligence, fault, or legal liability of the Church, its officers, members, clergy staff, agents and volunteers.

Applicants shall guarantee and agree that any church property real/or personal, which is damaged by applicant arising out of this use agreement, will be repaired or replaced (at the option of the church) at the expense of the applicant.

The church reserves the right at any time to make such reasonable rules and regulations as in its judgment may be necessary for the safety, care, reputation and cleanliness of the premises.

Other Rules and Regulations

1. Church facilities cannot be used for the following activities:
 - i. Profitable purposes
 - ii. Political, business, promotional or secret activities
 - iii. Overthrow of the church or government
2. Applicants shall use only those facilities described in the application. Applicants shall comply with the intended use stated in the application and shall not interfere with the regular conduct of the Church's activities.
3. Groups using the church's facilities will be responsible for room set up and clean up except in the sanctuary area or when other advance arrangements have been made, and will return the room to its proper order after using the facilities. Vacuum cleaners are located in the storage room. All garbage and debris resulting from the use of the facility by the group or individual must be removed from the church property by the applicant.
4. No smoking in the buildings or within 200 feet of the buildings.
5. Applicants shall provide adequate adult supervision for children.
6. No alcohol on the church property. Weapons such as guns and/or knives are not allowed.
7. No food or drinks in the sanctuary. Food and drinks are allowed in the lobby.
8. No church property may be removed from the premises without approval of the Board of Trustees. An appropriate refundable deposit, less repairs or breakage is required for all items approved for removal from the premises.
9. Keys will be made available to the Licensee's representative as listed on the front of this application. Keys should be picked up and returned during regular Church office hours. A portion of the deposit will be retained until the return of all keys.
10. Under no circumstances are the keys to the Church property to be duplicated by any person(s) in a user group unless specifically given written approval by the Church's Board of Trustees.
11. Use of the Church facilities for long-term group activities (e.g. Scouts, etc.) will be reviewed on an annual basis, and application for church facilities use must be made on an annual basis. Regular users must either be an officially church sponsored group or possess current non-profit status and federal tax id number, and be mission aligned. Approval of the Board of Trustees is required.
12. Changes or deviations to the fees or regulations must have the approval of two of the following - Senior Pastor, Chairman of Administrative Council or Chairman of the Board of Trustees.

Fee Schedule and Agreement

There is a \$300 security deposit required at the time of acceptance of application which is refundable within 14 days after the date of the event if no damage is done or cleaning above the ordinary is necessary and if the keys to the church have been returned.

As determined by the Trustees, the following fees may be deducted from your deposit:

- If extra janitorial attention is required an additional fee will be charged (refer to fee schedule)
- If the church property is damaged in any way, the entire deposit may be retained.
- Fees for the Event Host/Event Manager and janitorial costs will not be waived if their services are needed.
- All other fees are to be paid in full at least 7 days prior to the event.
- If an event or reservation needs to be cancelled, it must be done so at least 7 days prior to the event. \$35 of your deposit will be retained to cover our time and paperwork involved. If the event host has provided assistance, a \$35.00 fee will be charged. If the Events Manager has provided assistance, up to \$150 will be charged. Those costs will be deducted from the initial deposit.

* Fees may be adjusted depending on the size of the group or event and are at the discretion of the Trustees.

Movement of furniture and equipment.

- In the Sanctuary area, movement of any furniture should be coordinated with the Trustees. No equipment should be moved. If equipment is needed to be moved, it, the AUMC Events manager and the Trustees will be required to approve and coordinate. The completed application must indicate which furniture needs to be moved and the fee for the moving of those items must be paid. All moves require the approval of the trustees and or their representatives and require the presence of a church member to oversee the move and the return.
- The grand piano may only be moved upon approval and coordination of the Trustees. A fee will be charged and it may never be moved higher than the level it is now on. A person or persons [members of this church] shall be responsible for arranging any move of the piano. A representative of the group requesting the move should arrange to be present when the piano is moved to insure satisfactory placement of the instrument. If a representative is not present, the placement of the piano shall be at the discretion of the movers. Any additional tuning of the piano must be done by the AUMC tuner. Flower arrangements will not, under any circumstances, be placed on the piano or organ.

Fee Schedule

Item	Fee
<p>Sanctuary Building:</p> <p>Length of actual event:</p> <ul style="list-style-type: none"> ○ 3 Hour Use ○ Each hour of event greater than 3 <p>Set Up and Take Down</p> <ul style="list-style-type: none"> ○ Maximum of 90 minutes prior to for set up and post event for takedown <p>Moving Furniture:</p> <ul style="list-style-type: none"> ○ pulpit, lectern, altar, altar rails ○ chairs ○ piano* <p>*The piano may not be moved to the altar level under any circumstance, please refer to agreement above regarding any move of piano</p>	<p>\$300</p> <p>\$100 each additional hour</p> <p>No Fee</p> <p>\$50</p> <p>\$50</p> <p>\$500</p>
<p>Dexter Hall:</p> <ul style="list-style-type: none"> 4 Hour Period Fund raisers and/or large events 	<p>\$150</p> <p>\$300</p>
<p>Kitchen:</p> <p>A church member/host/hostess is required to be present. Small groups may use the kitchen for coffee, refrigeration, microwave.</p> <p>Larger groups not associated with the church needing to cook and use the kitchen equipment will be asked to pay and ensure the kitchen is cleaned after the event.</p>	<p>No Fee</p> <p>\$75</p>
Classrooms	\$50
<p>Lombard Lounge</p> <ul style="list-style-type: none"> ○ 3 Hours ○ More than 3 hours 	<p>\$50</p> <p>\$75</p>
<p>Outdoor Areas:</p> <ul style="list-style-type: none"> ○ Labyrinth with audio capabilities ○ Dexter Hall Patio 	<p>\$100</p> <p>\$50</p>
<p>Custodial Costs are included in the fee for the facility. If additional custodial costs are required after the event the cost will be deducted from the deposit.:</p> <ul style="list-style-type: none"> ● Sanctuary ● Dexter Hall ● Kitchen 	<p>\$150</p> <p>\$75</p> <p>\$75</p>

Item	Fee
Oversight/Management <ul style="list-style-type: none"> ○ AUMC Event Manager ○ AUMC Event Host 	\$150 \$75
Sanctuary Audio & Visual: <ul style="list-style-type: none"> • Television Outside Move and Set Up • Audio: • Video: 	\$50 \$100 for 2-hour event, \$25 per hour each hour after \$150 for 2-hour event, \$35 each hour after
Weddings (Please refer to the current policies for weddings)	
Memorials (Please refer to the current policies for memorials)	
Weekly or regular use: Fees are at the discretion of the Trustees.	

Acknowledgement and Agreement

On behalf of _____ (organization name), we have read the attached use of the facility agreement, agree to follow the rules and pay the according fees.

Applicant's signature _____ Date _____

Trustees Signature _____ Date _____

AUMC USE ONLY

All request must be submitted to the church secretary, Kathy Hansen so that she can coordinate with the Trustees, Event Hosts, Event Manager and Pastor as needed.

Completed Request Received by: _____ Date _____

Initial Approval and entered on calendar if facility is available, pending Trustee review? (if calendar availability, the request is penciled in and approval is determined within 7 days)

Yes No Date: _____

Approved by Trustees/Chairperson: Yes No

Approved by (name): _____

Church Member Host: _____

Event Host needed and available: Yes No

Event Manager needed and available: Yes No

Final Approval: Yes No

Requesting party notified and confirmed: Yes No

Date: _____