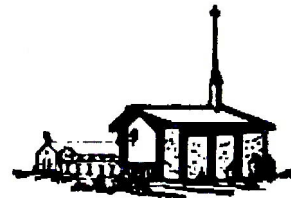


University United Methodist Church

3621 Campus Dr, College Park, MD 20740

Church Office: (301) 422-1400

uumc.office@verizon.net



Request for Use of Building and Facilities

Date(s) Needed _____

Starting Time Needed _____ Time Approved _____

Ending Time Needed _____ Time Approved _____

(Include set up & clean up as part of total time required)

Name of Organization _____

Address _____

Phone / E-mail _____

Name of Person Making Arrangements _____

Phone / E-mail _____

Name of the Head of the Organization _____

Phone / E-mail _____

Facilities being requested:

☐ Sanctuary

☐ Fellowship Hall

☐ Fellowship Hall Kitchen

☐ Memorial Hall/Gym (No Air Conditioning)

☐ Memorial Hall Kitchen

☐ Chapel

☐ Parlor

☐ Robinson Room

☐ Other Rooms

Type of Activity _____

Type of Organization: ☐ Non-profit ☐ Social ☐ Service

Number of Persons Attending this Activity _____

Equipment Needed: ☐ Sound System

☐ Piano

☐ Organ

Building users are responsible for room layout (moving furniture, etc.). Please return each room to the original configuration at the conclusion of your activity.

The building and equipment of this church have been dedicated to God for the purpose of worship, evangelism, Christian education, service and fellowship. All use of the church properties will be related to this general purpose.

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Schedule of Building Use Fees

(Excluding Weddings)

Space	Space Fees Per Hour Rate	Charge
Sanctuary	\$150 x _____ hours	_____
Fellowship Hall	\$100 x _____ hours	_____
Memorial Hall	\$ 75 x _____ hours	_____
Chapel	\$ 50 x _____ hours	_____
Parlor	\$ 75 x _____ hours	_____
Robinson Room	\$ 40 x _____ hours	_____
Other Rooms	\$ 25 x _____ hours	_____
	Subtotal	_____

Space	Additional Fees Kitchen Use Rate	Charge
Fellowship Hall Kitchen	\$ 75 x _____ hours	_____
Memorial Hall Kitchen	\$ 50 x _____ hours	_____
	Subtotal	_____

☐ Check ☐ Cash ☐ Debit (applicable service charge of \$5) _____

Total _____

Amount Remitted _____

Refundable Security Deposit \$250

Deposit ☐ Check ☐ Cash

All fees are payable at least one week before the event.

Make checks payable to "University United Methodist Church."

Upon signing this document I am admitting that I have read the enclosed rules, agree to abide by them, and understand that the facility will be used in the condition "as is".

Signature of University UMC representative Date _____ _____ Date _____
Signature of person making arrangements

For UUMC use only:

Trustee on Duty: _____

Date Request Received: _____

Date Request Approved: _____

Date Paperwork Sent: _____

Date Paperwork and Payment Received: _____

Date Deposit Returned: _____

Probationary Period: _____

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Church Building Use Guidelines

All groups are expected to abide by the following rules. The Board of Trustees must authorize any exceptions.

General

1. Use of space other than authorized in advance is not permitted.
2. Users are responsible for leaving rooms arranged as found.
3. All windows must be closed and lights turned out on leaving rooms used.
4. The church is not responsible for injury or personal losses incurred.
5. In case of children's or youth groups, responsible adult leaders must be on hand at least 15 minutes in advance, remain throughout the entire meeting and be sure that all is in order before leaving. All groups using the Church must abide by the United Methodist Church Safe Sanctuary guidelines. (must be completed and followed if children will be in the church)
6. Equipment or property of visiting groups may **not** be left for future meetings unless previously arranged.
7. There must be no hanging of pictures, decorations, etc., on the walls.
8. Smoking is **not** permitted in the building.
9. The use of alcohol or drugs **is strictly prohibited**. Gambling **is strictly prohibited**.
10. Use of kitchens, pianos, organs or other equipment is prohibited unless arranged in advance.
11. Any damage incurred during the use of the facilities is the responsibility of the group using the room and should be promptly reported to the church office.
12. The Board of Trustees reserves the right to revoke permission for the use of the building and facilities.
13. Groups or individuals wanting to stay in the building overnight must make arrangements in advance through the church staff.
14. All worship services (wedding, funeral, memorial service) must be arranged through the pastoral staff of University UMC. A University UMC pastor must be in charge of the service or must approve of the pastor in charge.
15. Groups or individuals are responsible for removing trash from the building. It must be placed in the dark green dumpster in the parking lot.
16. All events must be non-profit per tax code.
17. Groups or individuals using the church must provide proof of insurance liability.
18. A refundable security deposit of \$250.00 will be required for all approved events at UUMC. The deposit will be returned upon return of key and inspection of building.

Sanctuary

UUMC members and non-UUMC members may use the Sanctuary for only recitals, religious services, baptisms, weddings and funerals. **Food and drink are not allowed.**

Chapel

UUMC members and non-UUMC members may use the Chapel for only recitals, religious services, baptisms, weddings and funerals. **Food and drink are not allowed.**

Parlor

UUMC members and non-UUMC members may use the Parlor as a general meeting space. Light refreshments may be served during approved events held in this space.

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Robinson Room	UUMC members and non-UUMC members may use the Robinson Room as a general meeting space. Food and drink are allowed.
Memorial Hall	UUMC members and non-UUMC members may use the Memorial Hall as a general meeting space. Food and drink are allowed.
Memorial Hall Kitchen	UUMC members and non-UUMC members may use the Memorial Hall Kitchen for meetings and/or food preparation.
Fellowship Hall	UUMC members and non-UUMC members may use the Memorial Hall as a general meeting space. Food and drink are allowed.
Fellowship Hall Kitchen	UUMC members and non-UUMC members may use the Memorial Hall Kitchen for food preparation. Users must make prior arrangements for instruction on the use of equipment in the kitchen.
Room 10	UUMC members and non-UUMC members may use Room 10 as a nursery. Baby food and drink are allowed.
Courtyard	The Courtyard is reserved for the Nursery School.
Play Yard	UUMC members and non-UUMC members may use the Play Yard. An adult supervisor must be in the Play Yard at all times with children. No equipment may be removed from the Play Yard.
Picnic Area	UUMC members and non-UUMC members may use the Picnic Area. Reservations must be made with the church office for all scheduled uses.

Equipment Use Guidelines

The Board of Trustees must approve any exception to the conditions listed below.

The Board of Trustees reserves the right to revoke permission to use church equipment. Non-UUMC members who are approved to use church facilities shall submit a written request for the additional use of church equipment that has not been included on the Building Use Agreement.

Sanctuary Organ	Use of the Sanctuary Organ is restricted to the Church Organist and any qualified person approved by the UUMC Director of Music. No exceptions will be allowed.
Pianos	Use of the pianos is restricted to the Church Organist and any qualified person approved by the UUMC Director of Music. No exceptions will be allowed. Pianos may not be moved from their location without permission of the UUMC Director of Music.
Sanctuary Sound System	Use of the Sanctuary Sound System is restricted to persons approved by the Board of Trustees.
Audio-Visual Equipment	UUMC members and non-UUMC members may use Audio-Visual Equipment located in various rooms. Audio-Visual Equipment may not be taken from the Church Building without permission from the Board of Trustees. Audio-Visual Equipment may be moved to other locations in the Church Building, but must be returned after use.