

**Old Bridge United Methodist Church
Facilities/Equipment Use Request and Agreement**

This agreement is entered into between Old Bridge United Methodist Church and
(person/organization)_____

User requests the use of (ex.: room, kitchen, pavilion)_____

User requests the use of equipment (ex.: PA system)_____

for: (type of meeting, dance, reception, etc) _____

on Date/Time_____

Number of Participants anticipated_____

User agrees to pay a (refundable) deposit of \$ _____ for the use of the facilities specified below. Refund of deposit based on condition of facilities after use.

User agrees to pay \$ _____ for the use of facilities as specified below. All fees must be paid at least fourteen days prior to use (or upon signing this agreement when less than fourteen days prior to use).

User is a Church sponsored_____ non-Church sponsored_____ organization.

The "Responsible Representative" (as defined in) see (the) Facility Use Policy is: _____

1. The following regulations/guidelines shall hereby be made part of this agreement:

Usage of the building is limited to the following:

Room(s):_____ Equipment:_____

2. User will be responsible for building and its contents during period authorized.

3. Important items to be initialed:

a. Special requirements for Church setup, coordination for deliveries, special Church certified assistants, etc., are as follows (pending approval): _____ *initial:* _____

b. You will find the church spaces in the order that group leaders leave them throughout the week.

All spaces must be returned to normal conditions after the event. (See the diagram in the room.) *initial:* _____

c. Do not use scotch tape, making tap, staples, thumb tacks or push pins on any walls or wooden doors; these damage the surfaces. Only blue painter's tape or frog tape is allowed. *initial:* _____

d. Rooms that have sinks: The sinks, if used, should be cleaned out and cupboards wiped off before leaving. *initial:* _____

e. Ensure lights are turned off and all windows securely closed. *initial:* _____

f. The special cleaning fee will cover lobby, Sanctuary and bathroom cleaning. During the winter, the fee **does not** cover parking lot snow removal. Snow removal, if required, will be at the contract rate charged by local contractors. An additional charge for sidewalk shoveling and ice melt may be charged if the Church facility would normally not be open except for the special event. *initial:* _____

g. User organizations shall make every effort to ensure the safety of their members and the security of the building, equipment and furnishings. The user must agree to hold harmless and indemnify Old Bridge United Methodist Church and its Trustees with respect to any claim of loss, injury or damage because of negligence or wrongful performance of the user or their members, including damage to the building, furnishings or property. The Church accepts no liability for personal articles left in or at the facility. *initial:* _____

User has read and agreed to the Facility Use Policy.

User name (printed)

User signature

Date

Telephone (c)

email

Old Bridge United Methodist Church signature

Date