

**WESTSIDE UNITED METHODIST CHURCH  
USE OF FACILITIES AGREEMENT**

Name \_\_\_\_\_ Date \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Phone \_\_\_\_\_ Alternate Phone \_\_\_\_\_

You must coordinate a member of Westside UMC for locking and unlocking of church facilities. The member must remain onsite at all times. If you are unable to coordinate with a church member, please contact the church office ASAP.

Name and Phone of Member \_\_\_\_\_

Date Requested \_\_\_\_\_ Time \_\_\_\_\_ to \_\_\_\_\_

*The sanctuary is off limits and its use **is not** included in the use of facilities agreement. The sanctuary is only to be used for worship services or events agreed upon by the Pastor. There is absolutely NO use of the sanctuary two weeks before or during Holy Week (Easter) or Christmas. No weddings in the month of December. Church programming takes precedence over every outside activity or scheduled individual event.*

**Suggested Donation for Use of Church Facilities**

**Ark \$40** – Reason for Use \_\_\_\_\_

**Fellowship Hall \$50** – Reason for Use \_\_\_\_\_

**Family Life Center** – Reason for Use \_\_\_\_\_

**\$150 (1-29 people) \$200 (30-49 people) \$250 (50+ people)**

Use of the kitchen adds \$50 if needed while using the Family Life Center.

All guest entry is through the Kitchen door at the rear of the church. Handicapped guests can enter under the portico and the door needs to remain closed before and after and locked once guests arrive.

Signature \_\_\_\_\_ Date \_\_\_\_\_

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You may not use the dishwasher or gas range unless a representative from the congregation is present. There will be a suggested donation of \$20 per hour for that person.

The available rental times are 9 am until 9 pm, including time to set up and tear down.

The person completing this form assumes the responsibility to accept liability for, and pay to Westside United Methodist Church, for any repair/replacement of any and all damages sustained in and around the facilities in connection with the use of the facility. The facility cannot be used for any purpose or by any other person than the person completing this form.

The person completing this form accepts full responsibility and agrees to hold Westside United Methodist Church harmless for any injuries, accidents, thefts, deaths or any other damages or losses sustained during the use of the facilities or any part thereof, including all parking areas.

Decorations – no tape or staples shall be used on walls or ceilings.

Cleanup – the person signing shall be responsible to clean and stack the tables and chairs used in addition to those already set up. All articles of property and equipment belonging to the renter and/or caterer or others **must be removed** from the building before the person completing this form leaves. **No shoes with black soles are permitted for sports or exercise in the Family Life Center.**

Use of tobacco and alcohol is **strictly forbidden** at any of the facilities and in all of the parking areas.

Utilities – the air conditioning and heat is pre-set. You must keep the doors closed for the air conditioning and heat to work effectively.

Cancellations – in the event of inclement weather, natural disaster or utility failure, Westside UMC reserves the right to cancel this agreement or postpone it. During the winter, the lot may not be plowed.

Insurance Requirements – the person completing this form or a stated person needs to have liability insurance in the amount of \$300,000. This insurance may be in a form of Comprehensive General Liability policy or under a Homeowners' or Renters' policy.

I agree to all terms and conditions stated in this agreement.

Signature \_\_\_\_\_

Date \_\_\_\_\_

WUMC Signature \_\_\_\_\_

Date \_\_\_\_\_