

COMMUNITY USE OF TRINITY UNITED METHODIST CHURCH

A written application must be filled out and approved by the Pastor's office for use of the Trinity United Methodist Church facilities. Rental of the Trinity United Methodist facilities will be prioritized according to these uses.

1. **First Priority:** Meetings, committees or activities affiliated with the Trinity United Methodist Church. These shall be exempt from all fees.
2. **Second Priority:** Meetings (excluding fund-raising activities) for Church members but not necessarily for the betterment of the Church, such as Boys & Girl Scouts, Camp Fire. etc. These shall be exempt from all fees.
3. **Third Priority:** Functions for Church members, such as Family Reunion Weddings and Showers. Members will receive a \$25.00 discount for facility.
4. **Fourth Priority:** Regular rental fee applies to all other activities and meetings by other than members. Regular rental fee applies to all other activities and meetings by other than members. Weddings will be charged \$200.00

Rental schedule fees:

Fellowship Hall and Kitchen	\$50.00
Sanctuary	\$50.00
All Rooms (Wedding)	\$200.00

Security Deposit \$50.00
(Security deposit is refunded unless damage occurs or additional cleaning of the facility is required.)

**APPLICATION AND AGREEMENT
FOR PRIORITY TWO, THREE, FOUR AND FIVE USE OF
TRINITY UNITED METHODIST CHURCH**

Name of organization: _____

Address of Organization: _____

Telephone of Organization: _____

Representative/Contact Person: _____

Telephone of contact Person: _____

The above named organization requests to use the facilities of the Trinity United Methodist Church as follows:

Room(s): _____

Date: _____

Time: From _____ A.M./P.M. to _____ A.M./P.M.

Purpose: _____

Anticipated No. of Participants: _____

Names of Adult Sponsors: _____

The organization also desires to use the following church equipment and/or needs the following special accommodations (state any special tables, microphones, video equipment, extension cords, podium, etc. needed):

Rental Fee:	\$ _____
Custodial Charges	\$ <u>25.00</u> _____
Other Charges	\$ _____
Total	\$ _____

All charges are payable in advance. Make checks payable to the Trinity United Methodist Church.

Agreement. I/we agree to be bound by the following conditions:

1. The facilities are reserved for my/our use once the contract is signed and all fees are paid. In the event of emergency accommodations required by the church, the church will work with scheduling to accommodate both activities..
2. The use of the facilities will not conflict with the law or the rules of the church.
3. We will exercise care in the use of the facilities and agree to compensate the Church for any damage done to the facilities or property of the Church. (the individual representative agrees to reimburse the Church in the event the organization fails to do so.)
4. The activity will be constantly supervised by an adequate number of adult sponsors.
5. No alcoholic beverages or controlled substances will be made available or consumed on Church property.
6. No smoking will be allowed in Church facilities.
7. If a key is checked out the person to whom the Church checks out the key will be the first to arrive and the last to leave and will ensure that all lights and equipment are turned off and the facility is locked. The key will not be loaned to anyone and will be returned the next Church business day.
8. The activity will be confined in the area approved and no church equipment or supplies will be used except as approved in advance.
9. The activity is not for a commercial profit-making venture or for personal gain.
10. The representative and the organization agree to save and hold harmless the Church, its agents, employees, and officials from any and all claims or damages that may arise by reason of any negligence or misuse on the part of the organization, its agents, officers or employees in the use of the facilities or any activity thereon by the organization, its officers, agents or employees. In case any action is brought therefore against the Church or any of its officials, employees, or agents, the representative and the organization shall assume full notice, the Church reserves the right to defend such action and to charge all costs, judgments, and damages, including attorney fees, to the applicant and the organization.

Approved:

Representative

Pastor/Chairperson Trustees

Title

Date

Date

Original to Pastor
Copies to Church Custodian and Secretary