



a place to grow

Facilities Use Policy

2432 Collier Parkway, Land O'Lakes, FL 34639

www.harvesterumc.com

813-948-2311

A PLACE FOR MINISTRY AND SERVICE

Harvester welcomes the use of its facilities. It is our goal that our space is to be used in a God honoring way, and that all visitors are treated as honored guests, and we ask everyone to respect our facilities.

Types of events and activities that may **not** be held at HUMC:

- Facilities are not available to outside groups for general profit making activities.
- Organizations engaged in partisan political campaigns. However, the facility may be used as a polling place for elections.
- Any other purpose which the pastoral staff and/or church Council considers inappropriate, undesirable or unmanageable, at their sole discretion.
- Restroom use for event personnel only during outside events.

CARING FOR THE FACILITY

Whenever possible we request that a member of HUMC be responsible to oversee events including set-up, restoration, opening & closing of building, etc.

In General

- No food and/or drinks in sanctuary.
- Worship related furniture, decorations, equipment, etc. (such as the altar, A/V systems, music instruments, altar and candles, etc.) may not be moved without prior approval from the Board of Trustees (BOT) or pastoral staff.
- Users are expected to leave the building clean and in the same condition it was in prior to the event. The user will be held responsible for any damage done to church property.
- User assumes liability for injuries to persons attending the event and for damages or loss of user's property.
- Decorations are to be limited: they will not mar, scratch, soil or otherwise damage surfaces or fixtures. All decorations must be removed immediately after the event. Use no highly combustible materials.
- No paints, tapes, glues, or other substances may be used on any surfaces without written approval.
- No oil base paint, flammable liquids, fire producing chemicals, and /or open flames in any form (exception of approved candles) may be used without the approval of HUMC's BOT or pastoral staff.

In the Kitchen

Users provide their own food, drinks, coffee and disposable items such as plates, cups, tableware, etc.

Clean dishes, counters, floors, and store all church items in their proper places, etc.

Put excess garbage in the outside trash bins, and replace any indoor trash can liners.

Do not leave leftovers in the refrigerator, or elsewhere in the facility.

Building Lockup Procedure

Please follow this checklist when closing the building. Please check ALL items in this list. PLEASE do not assume something must be OK simply because you did not use it. It is vital that ALL of these items be checked EVERY TIME the building is used.

- All decorations and other materials removed, trash is collected, and furniture repositioned
- Turn off all lights, including storage rooms
- Turn off sound & video systems (if used)
- Ensure all water faucets, and other appliances are turned off.
- Check all outer doors closed and locked
- A/C setting adjusted to energy savings

If there are any problems or unusual conditions that you cannot correct, contact Deborah Isom (813-787-3535), or Lloyd Evans (813-817-9438), or Denny Johnson (813-431-7939), or Pastor Russ (813-713-6151).

PLEASE DO NOT LEAVE THE PREMISES UNTIL THE PROBLEMS ARE RESOLVED.

IMPORTANT RESTRICTIONS

- Alcoholic beverages (other than wine for communion), illegal substances, and weapons are not permitted in the building or on the grounds of the church. Smoking is not permitted inside the building. Please restrict any smoking outside to north/back parking lot area.
- No equipment may be removed from the church property without prior approval.
- No personal wheeled apparatus are permitted (skate boards, skates, “hoverboards,” etc.)

PUBLICITY AND PROMOTION

- Any outside group using publicity material and /or making public service announcements in which the HUMC name or logo is used must have prior approval by the Church Council.
- Sale of tickets to events must be handled by the user with the approval of the Church Council.

LEGAL LIABILITY

- The user assumes all liability for all injuries to persons attending the event and for all damages or loss of user’s property or that of guests. In no event shall HUMC be responsible or liable for any loss or theft of, or any damage to, any articles of property of any group or organization or any member or guest thereof.
- Outside groups to HUMC *may* be required to provide a Certificate of Liability and Property Damage insurance coverage, with a limit not less than \$1,000,000, naming Harvester United Methodist Church as an additional insured. This is for the purpose of covering liability and property damage or accidents that might occur on church property, and if required, **MUST** be on file prior to the date of the event.
- Those using our facilities agree to release, protect, defend, indemnify and hold harmless Harvester United Methodist Church and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney’s fees and other legal costs) directly or indirectly arising out of their use of the facilities, equipment or premises of HUMC.

FACILITY USAGE FEES AND SECURITY DEPOSITS

Usage fees help to cover the cost of utilities and maintaining the facilities. HUMC charges the usage fees based on whether the event/activity is being held by a member, by an outside group that is sponsored by a member, or by an outside group unaffiliated with any member.

Special arrangements can be made for recurring activities or events. All fees are due prior to the event, and all checks shall be made out to Harvester United Methodist Church.

HUMC *may* require, in addition to any usage fees, the advance payment of a **Damage Security Deposit** which will be refunded following the activity if no damage has resulted. Users are responsible for and will be billed for any excessive damages. All recipients of a key agree to make no duplicates or copies, and to return the key promptly to the church office upon completion of the event. We request that security deposits be written by separate check in order to simplify and speed your refunds.

	Members	Non-Member
Single Event Usage Fee	\$0	Dependent on room(s) requested
Recurring Event Usage Fee	Special arrangements required	Special arrangements required
Wedding Usage Fee	See separate fee guide	See separate fee guide
Damage Security Deposit (refundable)		\$100



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Date Submitted: _____

Name of Person / Group / Organization _____

Address _____ Phone _____

Contact Person _____ Email _____

Person Supervising on Site _____ Phone _____

Nature of event _____

Date(s) of event _____ Start Time _____ am/pm End Time _____ am/pm

Is this a recurring event? Y/N If yes, How Often? _____ For How Long? _____

Expected Number of people attending: _____

Room(s) Requested

Sanctuary	Fellowship Hall	Prep Room	Welcome Center
Room 38	Room 104	Room 105	Room 125
Room 127	Room 129	Room 131	Room 132
Room 117	Room 118	Youth / Reception Room	

Equipment Requested: _____

The above-named group or organization, and the undersigned representative below, acknowledges receipt of HUMC's Facilities Use Policy and has read and fully understands and agrees to all guidelines, requirements, restrictions and other provisions, and any special requirements and restrictions required by HUMC prior to, or in the course of such usage.

The undersigned agrees to release, protect, defend, indemnify and hold harmless HUMC and its council officers, employees, members, and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs, and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their or their guests use of the facilities, equipment or premises of HUMC.

I am an individual and/or authorized agent for the group/event requesting use of these facilities. I have read the terms of the policy, request and agreement and agree to abide by those terms.

Signature _____ Date _____

Print Name _____ Title _____

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(To Be Completed By HUMC Staff)

Facility Usage Fee(s) _____ Security Deposit(s) _____

Key Received (date) _____ Key Returned (date) _____

HUMC Approval? Approved or Denied

Date _____ Signature _____

Title _____