



Wesley United Methodist Church
 102 E. Laurel Street
 Georgetown, DE 19947

Building Use Agreement - YOU MUST HAVE 2 Contacts with Phone Numbers

Group Represented: Non-member/Member/Sponsored Group/Other

Contact Name: (this is where deposit will be sent) _____

Address: _____

Daytime Phone: _____

Alternate Contact: _____

Address: _____

Daytime Phone: _____

Date Requested: _____

(Security Deposit **must** be made at time of request to hold the date)

Time of Usage (including setup and clean up): _____

Purpose of Rental: _____

Room(s) to be Used: _____

Rental Fee (including all rooms requested): _____ **Deposit Amount:** _____

(Rental Fee **must** be **paid in full at least 10 days prior** to your event)

REMAINING RENTAL FEE DUE: _____ **DUE NO LATER THAN:** _____

Contact Signature: _____ **Date:** _____

To be completed by Church Office

Group: _____

Room Fee: _____

Kitchen Fee: _____

Security Deposit: _____ Date Pd: _____

Rental Payment: _____ Date Pd: _____

Full Packet Signed & Returned (Liability/Guidelines/Kitchen Rules): _____

Security Deposit Returned (Amount & Date): _____

Wesley United Methodist Church Georgetown

RELEASE OF LIABILITY

In consideration of any risks while holding **ANY** event at Wesley United Methodist Church, of 102 East Laurel Street, Georgetown, Delaware 19947, and/or use of the property, facilities and services of Wesley United Methodist Church, I, _____(name), agree for myself and (if applicable) for the members of my family **and our guests**, to the following:

- 1. AGREEMENT TO FOLLOW DIRECTIONS.** I agree to observe and obey all posted rules and warnings, and further agree to follow any oral instructions or directions given by Wesley United Methodist Church, or the employees, representatives, or agents of Wesley United Methodist Church. **Failure to do so will constitute forfeiture of security deposit.**
- 2. ASSUMPTION OF THE RISKS AND RELEASE.** I recognize that there are certain inherent risks associated with any event and **I assume full responsibility for personal injury to myself and (if applicable) my family members and guests**, and further release and discharge Wesley United Methodist Church and its staff and volunteers for injury, loss, or damage arising out of my or my family/guest's use of or presence upon the property and facilities of Wesley United Methodist Church, whether caused by the fault of myself, my family, my guests, Wesley United Methodist Church, or other third parties.
- 3. INDEMNIFICATION.** I agree to indemnify and hold harmless Wesley United Methodist Church against any and all claims, causes of actions, damages, judgements, costs, or expenses which may in any way arise from my or my family/guest's use or presence upon the facilities of Wesley United Methodist Church.
- 4. FEES.** I agree to pay for all damages to the facilities of Wesley United Methodist Church caused by any negligent, reckless, or willful actions by me, my family, or my guests.
- 5. APPLICABLE LAW.** Any legal or equitable claim that may arise from participation in the above shall be resolved under Delaware law.

I AFFIRM THAT I AM 18 YEARS OR OLDER AND THAT I AM FREELY SIGNING THIS AGREEMENT. I HAVE READ THIS DOCUMENT AND FULLY UNDERSTAND ITS CONTENT. I AM AWARE THAT THIS IS A RELEASE OF LIABILITY AND A CONTRACT AND THAT I AM SIGNING IT OF MY OWN FREE WILL.

Signed: _____ Date: _____

Witness: _____ Date: _____

Renter's Guidelines/Rules

Rental Date: _____ Rented Room(s): _____

- The church is locked at 9pm each night. You MUST be completely cleaned up and ready to leave by 9pm.**
- ABSOLUTELY NO ALCOHOL OR SMOKING ALLOWED AT ANY TIME.**
- Youth Groups MUST be supervised (1 Adult for every 15 minors). Minors MUST stay in the room reserved by their group. No running in halls or stairways. An adult MUST remain in the building until all minors have left.
- Adult groups that have minors (children) attending must keep their minors in the room reserved.
- You MUST meet ONLY in the room you have rented. You may NOT move to another room.
- Kitchen Rules:
 - No children (minors) are allowed in the kitchen.
 - Glass door in the kitchen is to be used ONLY for deliveries of food supplies.
 - DO NOT take any items that belong to Wesley Church. Come prepared with your own containers.
- Security Deposit is \$200 to reserve your date. If there has been no damage and everything has been cleaned properly, your security deposit will be mailed back to the main contact person. If repairs exceed \$200, YOU WILL be responsible for the remainder of the bill.
- Room Rental Fee must be paid 10 days prior to your event. If you cancel your event, you must give the Church Office a minimum of 48 hours' notice or forfeit your Security Deposit.**
- You may set up **ONLY** on the day of your event. We will not allow you to come in on Friday night to decorate.
- You must leave the room(s) in the same condition as when you arrived. Tables and chairs must be put away. **ALL TRASH** must be bagged up and taken to the trash bins outside (behind Jones Hall) – do not leave it in the building. Jones Hall floor must be swept and any spilled food or drink must be wet mopped (cleaning supplies are located in the Janitor's Closet between the restrooms).
- Only Painter's Tape can be used when putting up decorations – NO DUCT TAPE, STAPLES, NAILS ETC. Never move ceiling tiles.**
- The Nursery CANNOT be used or rented.
- The Fire Marshall has set the room capacity for Jones Hall at 160 people (which includes you, your guests, any event coordinators, and ALL kitchen help). You MUST NOT exceed this limit of 160 people.**
- No weddings are to take place in Jones Hall unless written approval by Wesley's current pastor.
- The Wesley Church Sound Equipment is NOT allowed to be used at any time. Do not go into sound booth.
- STATE OF EMERGENCY DECLARED BY THE STATE OF DELAWARE - When the Governor declares a State of Emergency, Wesley United Methodist Church will be closed for ALL activities until the State of Emergency is lifted.**
- No use of glitter or confetti of any kind will be allowed.**
- Failure to adhere to ANY of the above rules will prohibit your security deposit from being returned.**

I have read and agree to the Renter's Guidelines/Rules and understand them. It is my responsibility to see that all rules are followed.

Signature: _____ Date: _____

Kitchen Checklist & Usage Agreement * (Kitchen Use Only Allowed if You've Paid Additional \$200 Rental Fee) *****

1. Counters & stainless-steel tables
 - Clear all items brought in for event
 - Wipe off with Clorox Spray Cleaner with bleach
2. Sinks
 - Remove all food particles
 - Scrub with powder cleanser
 - Wipe down with Clorox Spray Cleaner with bleach
3. Refrigerator, freezer, ice machine
 - Remove all foodstuffs brought in for events - this also means condiments
 - Clean any spills in refrigerator
 - Make sure all doors are closed and freezer is locked
4. Dishwasher (See directions on front of dishwasher for operation)
 - Rinse dishes over sink below sprayer
 - When washing dishes use sprayer to clean **all** food off dishes
 - When finished, clean catch rack below sprayer and send through washer (both rack and side bar)
 - Turn dishwasher off (same button for turning on)
 - Drain dishwasher (lift drain handle on inside right of dishwasher)
 - Empty catch basket (located in the back right corner)
 - Wipe down exterior of dishwasher and counters
5. Place Settings
 - Put glasses, cups & sherbet dishes in correct trays
 - Plates go in storage rack
 - Bowls are stacked on wire shelf
6. Pots, pans, and utensils
 - Hang pots and pans on rack above table after cleaning
 - Place eating utensils with HANDLES UP when storing them
 - Store like utensils together
 - Place sharp knives in knife rack on wall by microwave
 - Place other utensils in marked drawers
7. Stove
 - Clean burners of dropped food
 - Wipe down burners
 - Wipe down grill
 - Empty grease tray drawer on right side of grill (**DO NOT EMPTY IN SINK – PUT WASTE IN TRASH**)
8. Floor
 - Sweep floor - under the stove, counters and table
 - Mop floor
9. Microwave
 - Wipe down inside and out
10. Steam Table
 - Empty any water in steam trays
 - Wipe down all surfaces
 - Run all steam table trays through dishwasher
11. Trash
 - Bag ALL trash
 - Place all bags in receptacles outside (through the courtyard to the back of Jones Hall)
 - Recycle trash goes in receptacles with yellow lids
12. Clean outside glass door in kitchen

***Failure to comply with all rules will result in forfeiting your Security Deposit.**

I have read the entire Kitchen Checklist and understand these rules. It is my responsibility to see that they are followed.

Signature: _____ Date: _____