



Methodist Temple UMC
2109 Lincoln Avenue * Evansville, IN 47714
Phone 812/476-1306 * Fax 812/476-1307
Website: www.methodisttemple.com
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Guidelines for Building Use at Methodist Temple

Because of a commitment to serving Jesus Christ, Methodist Temple UMC has committed itself to a ministry of hospitality. We are pleased to offer our building for your use. In an effort to maintain good communication with the groups who use our building, the following guidelines are put forth:

- I. **Process:** Please read this material carefully and be sure you understand all the terms and conditions. The application process is as follows:
 - a. Individuals or groups desiring to use our facilities should contact the Church Office to ascertain if the date desired is available.
 - i. Special meetings, activities and programs of the boards or other church organizations take priority over non-church sponsored activities, *provided the board or ministry has communicated the need with the Church Office in a timely manner.*
 - b. If the date is available, a Building Use Application (with set-up sketch and needs identified) must be completed and returned to the Church Office.
 - c. Once the application has been approved, a Building Use Agreement will be signed and the fee collected. An event will not be considered “set” on the calendar until the Church Office has both the agreement (signed by Applicant and Director of Operations) and the usage fee in hand.
 - i. The Board of Trustees reserves the right to deny the use of the church facilities to any individual or group outside of Methodist Temple.

II. **Prohibited Activities:**

- a. The church may not be used for any of the following:
 - i. Any purpose that is not consistent with the mission and ministry of Methodist Temple United Methodist Church.
 - ii. Fundraising that is not directly related to the ministry of Methodist Temple UMC (including, but not limited to, fraternity / sorority groups, home parties [such as Tupperware, Pampered Chef, etc.], etc.).
 - iii. Serving or consuming alcoholic beverages, tobacco products, drugs or any other illegal activities.
 - iv. Gambling.
 - v. Political groups (with the exception of when the building is used as a polling center for state and federal election activity).
 - vi. Any activity not specifically designated in the Building Use Application.
- b. Groups may not use church equipment, instruments, furniture, dinnerware, appliances or audio-visual equipment without the prior approval of a staff person, and unless it has

been designated on the Building Use Application. *When the sound system is to be used in the Sanctuary, a Sound Technician (supplied by Methodist Temple) will be required, and an additional fee will be charged to the applicant.*

- c. Private advertising and solicitations or sales on church property.
- d. Decorating the church facilities using nails, screws, staples, cellophane adhesives, etc. is prohibited. AT NO TIME SHALL ANY EXITS OR EXIT SIGNS BE COVERED OR OBSTRUCTED.
- e. No animals of any kind (excluding service animals) are permitted within the church facilities.

III. **Fees:**

- a. The Board of Trustees shall establish all rules and fees (see attached schedule) for the use of the church facilities. The Trustees shall also determine the conditions of use of church property (damage, liability, etc.).
- b. Usage fees must be paid according to the agreement or building use may be terminated.
- c. Fees must be paid in the Church Office (by check, cash or money order; credit cards are not accepted).

IV. **Cancellation:**

- a. *Organization should notify the Church office if it is unable to use the building at the agreed upon time. For events being held Monday – Thursday (with no special set-up), twenty-four (24) hour cancellation notice must be given in order to avoid being assessed a \$25 “Failure to Show” fee. For all other events, forty-eight (48) hours cancellation notice must be given in order to avoid being assessed a \$50 “Failure to Show” fee. Payment of the “Failure to Show” fee will be taken from any usage fees already paid, and the remainder will be refunded to the Organization. The “Failure to Show” fee must be paid in full before Organization will be allowed to use our facilities in future.*

V. **Damage and Insurance:**

- a. The person obtaining the facility usage will be responsible for the general conduct of the activity and enforcement of the rules and regulations governing the use of Methodist Temple’s facility.
- b. The Organization or individual who is granted use of the church facilities will be held responsible for reimbursing Methodist Temple for any loss or damage to church-owned property caused by such use. Also, should the event run longer than is noted on the Agreement, there may be an additional fee (at the discretion of the Director of Operations or the Board of Trustees) for keeping staff longer than scheduled.
- c. Organization agrees to hold harmless, indemnify and defend Methodist Temple (including Methodist Temple’s agents, employees and representatives) from any and all liability for injury or damage, including, but no limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above-described premises, its entrances and exits, and surrounding areas, for Organization’s purposes, regardless of whether such injury or damage results from the negligence of Methodist Temple (its agents, employees and representatives) or otherwise.
- d. *At Methodist Temple’s discretion, Organization will provide a certificate of insurance to Methodist Temple at least seven days prior to the date upon which the Organization begins*

to use the above-described premises. The certificate of insurance will indicate that Organization has made Methodist Temple an “additional insured” on Organization’s policy with respect to the use by Organization of the above-described premises, and Organization promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.

VI. Kitchen Use

- a. Anyone using the kitchen will be expected to leave it in a clean, sanitary condition (this includes stove, sinks, countertops and floors).
- b. Food should not be left in the refrigerators, freezers or on the counter. Leftovers should be taken with you or discarded.
- c. Organization or individual will furnish their own consumable supplies (plates, plastic ware, cups, etc.).
- d. Commercial catering services (or individuals providing such services) are required to furnish their own supplies and utensils. Use of the sinks, refrigerators and work surfaces is permitted.
- e. **Use of the dishwasher is prohibited.**
- f. Breakage of equipment or dishes must be reported to the Church Office or Custodial staff on duty. Cost of replacement or repair of the broken item is the sole responsibility of the Organization or individual using the facility.



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Building Use Agreement

This agreement by and between Methodist Temple UMC (“Owner”) and _____ (“Organization”), will take effect on the ____ day of _____, _____.

WHEREAS, Owner owns premises located at 2109 Lincoln Avenue, Evansville, IN 47714 which is normally used for *church activities and religious education*, and

WHEREAS, Organization desires to use the _____ area of the building for the purpose of _____, and

WHEREAS, Owner has agreed to allow Organization to use the building provided the following terms and conditions are met.

It is Therefore Agreed By and Between the Parties:

1. Owner agrees to let Organization use the above described premises for the above described purpose on _____ Times and days of use. _____ Name of Organization's contact person is the contact person for Organization and *Wendy Moore (Director of Operations)* is the contact person for User to coordinate the details of usage.
2. Organization agrees to pay Owner _____ Amount for the use of the premises.
3. Organization agrees that it will not use the premises for any unlawful purposes, and will obey all laws, rules and regulations of all governmental authorities while using the above described facilities.
4. Organization agrees that it will not use the premises for any purpose that is contrary to the mission, purpose or belief of the Owner, which is a biblically-based religious institution.
5. Organization agrees to abide by any rules or regulations for the use of the premises that are attached to this agreement.
6. *At Methodist Temple's discretion, Organization will provide a certificate of insurance to Methodist Temple at least seven days prior to the date upon which the Organization begins to use the above-described premises. The certificate of insurance will indicate that Organization has made Methodist Temple an "additional insured" on Organization's policy with respect to the use by Organization of the above-described premises, and Organization promises and warrants that it carries liability insurance with a minimum liability occurrence limit of \$1,000,000.*

7. Organization agrees to hold harmless, indemnify and defend Owner (including Owner's agents, employees and representatives) from any and all liability for injury or damage including, but not limited to, bodily injury, personal injury, emotional injury or property damage which may result from any person using the above described premises, its entrances and exits, and surrounding areas, for Organization's purposes, regardless of whether such injury or damage results from the negligence of the Owner (including Owner's agents, employees and representatives) or otherwise.
8. Organization agrees to be responsible for preparing for use and returning to the pre-use condition all areas of the premises which Organization will use, including entrances and exits.
9. Organization agrees to conduct a visual inspection of the premises, including entrances and exits, prior to each use, and warrants that the premises will be used only if it is in a safe condition.
10. This agreement may be cancelled unilaterally by either party with 14 days written notice to the other party.
11. Organization agrees that it will not assign any of its rights under this agreement, and any such assignment will void this agreement at the sole option of the Owner.
12. This document contains the entire agreement of the parties and supersedes all prior written or oral agreements relating to the subject matter.

Dated this _____ day of _____, _____.

OWNER

ORGANIZATION

Signature

Signature

Printed Name

Printed Name

Position with Owner (title)

Position with Organization (title)

Phone Number

Liability Certificate Required? Yes No

E-mail Address



Building Use Application

Group / Organization _____

Address _____

Contact Person _____

Phone Number _____ Email _____

Type of Event _____

Date of Event _____ Time of Event _____ to _____

Anticipated Attendance _____ Liability Certificate Attached? Yes No

Room Requested:

Fishbowl _____ Sanctuary _____ Conference Room _____

Library _____ Room A _____ Teen Center _____

Atrium _____ Room B _____ Crafters Room _____

Chapel _____ Room C _____ Scout Room _____

Celebration Center _____ Room D _____ Boot Camp Room _____

Fellowship Hall _____ Commons _____

Music Center _____ Group Room _____

Will you be serving food?

_____ No _____ Yes (Catered) _____ Yes (Cooking)

Additional Needs

Podium _____ LCD Projector _____

Microphone _____ Screen _____

TV/DVD player _____ Easel _____

Sound Technician / Graphics Operator _____
(Sanctuary rental only; additional charge will apply)

Building Use Set-Up Sketch



Room _____

Tables *round* *8-foot*

Seating for _____

Additional Needs

Podium _____

LCD Projector _____

Microphone _____

Screen _____

TV/DVD player _____

Easel _____

Sound Technician / Graphics Operator _____

(Sanctuary rental only; additional charge will apply)

Fee Schedule and Capacities for Building Use at Methodist Temple UMC

Upstairs Classrooms: (\$50.00 fee)

Room A	Seating for 25-30	(round tables)
Room B	Seating for 25	(8 ft. tables)
Room C	Seating for 45	(chairs only)
Room D	Seating for 50	(chairs only)
Commons	Seating for 18	(couches – chairs can be moved in)
Group Room	Seating for 8-10	(loveseats)
Conference Room	Seating for 16-20	(large oval table – chairs can be moved in)

Downstairs Classrooms: (\$50.00 fee)

Boot Camp Room	Seating for 12	(couches – chairs can be moved in)
Crafters Room	Seating for 16	(round tables)
Scout Room	Seating for 12	(round tables)

Main Level Rooms: (\$50.00 fee)

Library / Atrium	Seating for 20-30	(8 ft. tables)
Fishbowl	Seating for 8-10	(1 large oval table)

Large Rooms:

Fellowship Hall	Seating up to 225	(8 ft. or round tables)	\$175.00 fee
Celebration Center	Seating up to 100	(8 ft. or round tables)	\$125.00 fee
Music Center	Seating for 50	(chairs only)	\$ 75.00 fee
Teen Center	Seating up to 50	(8 ft. or round tables)	\$125.00 fee
Chapel	Seating for 50	(chairs only)	\$ 75.00 fee
Sanctuary	(except for weddings)		\$200.00 fee

Kitchen: (if using the kitchen, this fee will be charged *in addition to* the room fee listed above)

If meal will be catered	\$50.00
If meal will be cooked in our kitchen	\$100.00

Holiday Schedule (Building will be closed)

- New Year's Day
- Martin Luther King Day
- President's Day
- Good Friday afternoon (one-half day)
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving
- Friday after Thanksgiving
- Christmas Eve afternoon (one-half day)
- Christmas Day