



Building Use Policy and Fees

Reserving the Facility

In order to reserve a room, the Welcome Center, the Sanctuary or the Fellowship Hall at Smith Valley United Methodist Church (the "Church"), you (the "Renter(s)") must fill out a Building Use Request Form, which can be picked up from the Church office or downloaded from our website (smithvalleyumc.org). Reservations must be requested at least two weeks ahead of time.

Availability

The facility is generally available for rental throughout the week Monday – Friday from 9:00 a.m. 9:30 p.m. To be certain of availability, it is best to reserve space as far ahead as possible.

Exceptions:

- Sunday availability is limited. You will need to verify with the Office Administration for your particular event.
- The Fellowship Hall (basement) is not available on Tuesdays after 5:00 p.m.
- Church events (meetings, ministry events, funerals) take precedence. In emergency situations (i.e., a funeral), reservations may have to be moved or cancelled.

General Use Policy

Renter(s) will be responsible for their own setup, take down and cleanup of the area(s) used. The expectation is that the area will be left in the condition it was received. A fee will be assessed in the event excessive or unusual cleanup is required (after the event) on the part of the church.

We encourage the use of rooms as they are set up; should you need more tables and chairs please advise the Office Administrator at the time of the reservation. Rooms must be returned to the original layout.

Use of kitchen equipment may require a review of operation by an authorized person. The Church's kitchenware may be used for your event (i.e, metal silverware, serving platters, bowls); the paper products in the kitchen may be used for church/ministry events only, but will need to be provided by the party hosting a non-church/non-ministry related event (i.e., plates, napkins, styrofoam cups, plastic silverware).

Renter(s) is responsible for ensuring all their guest comply with this Policy, and the Renter(s) must be present during the meeting/activity to ensure full compliance with this Policy, the Renter(s) assumes full responsibility for any damage that may result from the use of the Church.

Abuse of Church property or violations of the general rules of conduct shall be grounds for denial of continued use. By signing the Building Use Request Form, Renter(s) agrees to assume legal liability for injury or damage to the person(s) or property of the Church and/or damages caused by their guests, or any equipment owned by the Church. The Renter(s) agrees to hold the Church harmless in the event of any injury or damage.

Building Use Fees

The security deposit (for wedding rentals) shall be due upon approval of the Building Use Request. The security deposit is required to secure reservation of the room(s) requested, and shall be held in case there is damage to the facility and/or extraordinary cleaning. If there is damage to the facility, or the event is cancelled by the Renter(s) within 7 days before the event the security deposit may be retained by the Church. The Church reserves the right to charge fees above the security deposit if the damage and/or cleaning required exceed the amount of the security deposit.

It is suggested that the security deposit be paid by separate check. The check will remain uncashed so that it can be returned to the Renter(s) upon completion of the event, provided it is not retained for the reasons outlined above.

Rooms not listed in the fee schedule (basement classrooms, nurseries and others) are not available except upon special request and approval of the use of the room(s) by the church administrator responsible for the room(s). Fees for these rooms shall be determined based on the specific request.

Furnishings in the sanctuary (including pulpit, lectern, altar rails, altar, etc.) shall not be moved without the approval of the church administrator. Sanctuary furnishings shall only be moved by the Church, not the Renter(s). If any of these furnishings need to be moved it will be noted on the Building Use Request which shall include a description of which furnishings are to be moved.

Musical instruments (sanctuary organ, all pianos, all Church-owned instruments, and instruments owned by individuals and used for the Church worship services) are not for use unless specifically requested on the Building Use Request Form and approved by the Music Director. In some cases the use of the Church musical instruments may be approved but require the services of a Church instrumentalist for a fee to be determined based on the specific request.

No group may use the Sanctuary audio-visual systems without specific approval. Requests to use Sanctuary audio-visual equipment shall be requested on the Building Use Request Form. In some cases approval of the use a Sanctuary audio-visual system may be contingent upon the equipment being operated by a member of the Audio/Visual team for a fee to be determined based on the specific request.

Cancellations or modifications by a User to any requests shall be made via the Church Office as far in advance as possible, and a written confirmation from the Renter(s) for the cancellation must be submitted within five days of the verbal notification to the Church Office.

Restrictions:

- Consumption and open containers of alcoholic beverages, illegal drug use or possession of any kind, gambling, or the use of anti-Christian media (including electronic media) are prohibited on Church property;
- There is no smoking in the Church building or within 8 feet of any entrance, per Indiana law;
- Food or drinks are not permitted in the Sanctuary;
- Taking Church equipment from the premises for personal use (includes all tables and chairs) is not permitted;
- Do not move liturgical/musical furniture without permission;
- Tape or string can hang decorations; tape must be removed completely.
- Do not use Duct tape on the floors, walls or doors; masking tape or scotch tape is a usable alternative;
- No candles or open flames are permitted inside the Church unless specifically approved in advance by the Office Administrator.
- Use of Welcome Center Audio/Video equipment may require a review of operation by an authorized person. Renter(s) should check the box to request use of equipment on **Building Request Form** so review of operation instruction can be setup prior to event start.

Damage and Liabilities:

- All Renter(s) assume full responsibility for any damage that may result from the use of facilities.
- Creating holes in walls or ceilings, or punching or drilling holes in the parking lot, sidewalk, or movement of soil/dirt in the outside area, or cutting of shrubs and trees is considered damage to the Church facilities and will not be tolerated. The Office Administrator shall report any damage and the Renter(s) shall pay for the repair and restoration of the damage.
- Abuse of Church property or violations of the general rules of conduct shall be grounds for denial of continued use.
- By signing the **Building Use Request Form**, Renter(s) agrees to assume legal liability for injury or damage to the persons or property of the Renter(s) and other Guests of the Renter, or the equipment they own and use. The Renter(s) agrees to hold the Church harmless in the event of any injury or damage.
- Renter(s) are fully responsible for the care and protection of minors attending or participating in the Renter(s) activity. The Church is not responsible for the care and safety of minors attending the Renter(s) event. The Renter(s) shall ensure compliance with the Church Child Protection Policy by all guests of the Renter(s).
- The church will not be responsible for personal property left in the building.

MEMBERS & REGULAR ATTENDEES OF SMITH VALLEY UMC (“Members” hereafter) may reserve the building for up to 6 hours for a flat rate of \$25. For events longer than 6 hours, approval will be needed from the church administrator (for non-wedding use). This fee is used to offset costs of facility use.

- Members of Smith Valley UMC may use the facilities for non-ministry purposes by filling out a Building Use Request Form and obtaining prior approval.
- Rental by members is intended for use by members or their immediate family only (Parents, siblings, and children). The member should always be present when reserved under the member rate. If the member reserves the space for a third party, the third party is responsible for non-member rental fees.
- Keys will NOT be handed out to members renting the facility. Doors will be unlocked/locked at a time specified on the request form
- A free will donation for custodial services is welcomed.

NON-MEMBERS \$25 per hour for up to 6 hours + \$50 cleaning fee will be charged if used for more than 3 hours

- Non-members of Smith Valley UMC ("renters" hereafter) may use the facility for non-ministry purposes by filling out a Building Use Request Form and obtaining prior approval.
- A security deposit of \$50 will be requested one week prior to the event for the use of the facilities; this deposit will be returned should the building be left in the condition in which it was found.
- An additional amount of \$20/hour will be charged if the facility is requested for more than 6 hours.
- If rented for more than 3 hours a \$50 cleaning fee will be charged.
- Keys will NOT be handed out to renters. Doors will be unlocked/locked at a time specified on the request form.

Example rates:

Rental length	1 hr.	2 hrs.	3 hrs.	4 hrs. +(cleaning fee)	5 hrs.	6 hrs.	7 hrs (add. \$20 for >6hrs)
cost	\$25	\$50	\$75	\$150	\$175	\$200	\$245



Building Use Request Form

Name of Group or Event: _____

Description of Event: _____

Date(s) Requested _____

Beginning time (including set up) _____

Ending time (including clean up) _____

Space Requested (check all that apply):

Welcome Center Sanctuary

Fellowship Hall (basement) Other (please specify) _____

I would like to use Welcome Center Audio/Video system: yes no

Primary Contact Person for this Event

Name: _____

Phone: _____

I have read the Building Use Policy and I agree to the stated terms, conditions and policies. I understand that any fees need to be paid no less than three (3) days prior to the event.

Signature: _____

Date Submitted: _____

Office Use Only:

Approved by: _____