

Haymount United Methodist Church

Facility Rental Guidelines

Reservations, Payments, Deposits and Cancellations:

- The event is not officially booked until the Event Booking Application is completed, submitted and approved by Haymount United Methodist Church (HUMC) facility manager and a deposit is received.
- A deposit is due before reserving the building.
- Reservations are made on a first-come, first serve basis.
- Approval of an event and application is the Facilities Manager or designated staff for suitability and potential conflicts with church activities.
- The rental fee and any additional fees are required to be paid in full no later than 7 days before the event.
- HUMC accepts money orders, cashier's checks, company checks, personal checks and cash.
- Deposits will be forfeited if there is a cancellation within two weeks before the event.
- Fees are listed on the rental agreement/contract. A complete fee schedule is available through the church office.

Rental Guidelines:

- Individuals and organizations using the facility assume all risks associated with their event and agree to waive all liability to the church. The church may require proof of insurance in some cases. HUMC accepts no responsibility for lost, stolen, or damaged property or equipment belonging to the organization or their guests.
- The representative signing the rental agreement must be at least 21 years of age and must be on site during the event.
- All persons present for the activity must remain only in the part of the building being rented by the group. There is no roaming or loitering in other area of the building during the event.
- Political events or activities sponsored by political parties are not allowed.
- Events sponsored by for-profit groups or persons are not allowed.
- Decorations other than tabletop decorations must be approved by the church. No decoration may be taped or tacked to the walls. All decorations must be removed immediately following the event. Nothing may be dragged across the floors.
- Glitter, confetti, rice and light sticks are strictly prohibited.
- No type of pyrotechnics, sparklers or fog machines may be used.
- Temperature control may only be set or adjusted by the facility manager or HUMC staff.
- Candles must be enclosed within a candle holder and is not to be left unattended at anytime.
- Cleaning and repair fees will be assessed when damage is caused to the church property.
- Alcoholic beverages and smoking are not allowed anywhere on church property.
- Groups may not exceed the maximum occupancy of the facilities.
- During the step-up or clean-up on weekends, the facility may not be left unattended at anytime.
- The New Life Center may not be rented Wednesdays with one exception, No WEF on schedule or Sunday before 2 PM to allow time for worship and weekly church activities. The Youth Activity Center may not be rented on Sunday evenings.
- The facilities may not be available the week of Christmas or Easter without special coordination.
- DJ's and/or DJ equipment may not be used without special permission.
- Children are to be under adult supervision at all times. The nursery classrooms are not to be used for childcare or play without prior approval.
- The renter is responsible for any deliveries made to the church for the event and must be on site to receive the deliveries including caterers and florists.
- Ample parking is available in the church parking lots and on the streets along the church property. Do not park in front of homes or block driveways.

- No animals are permitted inside the facility with the exception of trained dogs for the vision-impaired.

Additional policies for weddings and receptions are covered in the Wedding Policy book.

The proponent of this policy is the trustees.

Oscar Davis

Chairman, Trustees

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Haymount United Methodist Church

Event Booking Application

Haymount United Methodist Church is very blessed to have beautiful facilities for worship, education, fellowship, and mission. We also welcome the use of our building for family celebrations, meetings, and special events. We welcome members and local non-profit and service organizations to utilize our facility. Our church is first and foremost a place of worship. Availability of facilities is subject to the church calendar and the availability of support staff.

- New Life Center (capacity 746)
- Youth Activity Center Gym (capacity 480)
- Sanctuary (capacity 450)
- Fellowship Hall (capacity 150)
- Other _____

Requestor Information:

Contact Person _____

Organization _____

Address _____

City _____ State _____ Zip _____

Phone _____ Fax _____

Cell _____ Email _____

Are you an HUMC Member ? ____ YES ____ No

For organizations or businesses, describe your organization:

- Non-profit
- Business
- School System
- Civic Group
- Other _____

Continued on next page

Event Information:

Event Name _____

Event Description _____

Date of Event _____ Estimated Attendance _____

Event Starts _____ Event Ends _____

Please initial _____

Haymount United Methodist Church

Building Use Agreement

On behalf of _____
 (name of organization or individual renting facility)

I agree to pay the fees listed below and abide by the guidelines listed in this agreement. I have read and understand the Haymount United Methodist Church Facility Use Policy and have reviewed and accepted the current fee schedule.

I further agree that neither Haymount United Methodist Church, nor its employees, agents, members or visitors will be held liable for any injury incurred by participating in this event. I agree to safeguard the facility from damage, theft or misuse during this event. I agree to accept responsibility and pay for any damages to the facility or equipment or loss caused by my organization or any guest in attendance.

Building Use Fees:

	Base Fee	Hours		Total
<i>New Life Center</i>	\$ _____	_____	=	\$ _____
Kitchen Use	\$ _____	_____	=	\$ _____
<i>Fellowship Hall</i>	\$ _____	_____	=	\$ _____
Kitchen Use	\$ _____	_____	=	\$ _____
<i>Youth Activity Center (YAC)</i>				
Gym	\$ _____	_____	=	\$ _____
Kitchen Use	\$ _____	_____	=	\$ _____
Classrooms	\$ _____	_____	=	\$ _____
<i>Sanctuary</i>	\$ _____	_____	=	\$ _____
<i>Commons Room</i>	\$ _____	_____	=	\$ _____
<i>Equipment Fee</i>	\$ _____	_____	=	\$ _____
<i>Other</i> _____	\$ _____	_____	=	\$ _____

Total Building & Equipment Fees \$ _____

Personnel Fees (paid to the individual):

<i>Custodian</i>	\$ _____	_____	=	\$ _____
<i>A/V Staff (NLC 2 hours)</i>	\$ _____	_____	=	\$ _____
<i>Kitchen Staff</i>	\$ _____	_____	=	\$ _____
<i>Set-up/Take Down</i>	\$ _____	_____	=	\$ _____
<i>Organist – w/o soloist</i>	\$ _____	_____	=	\$ _____
<i>Organist – with soloist(s)</i>	\$ _____	_____	=	\$ _____
<i>Wedding Director</i>	\$ _____	_____	=	\$ _____
<i>A/V Staff (Sanctuary)</i>	\$ _____	_____	=	\$ _____
Total Personnel Fees				\$ _____

TOTAL FEES: _____

Please Initial: _____

Need to access the building _____ hours(s) before the event _____ hour(s) after the event

Food & Beverage:

- Request proposal for catering from HUMC Hostess
- Will provide own caterer – kitchen staff needed.
- No food or beverage will be served.
- Food and beverage will be brought in and served; **No caterer/kitchen needed.**

Tables: Please submit a diagram to illustrate the requested layout of the room to the HUMC office no later than one week prior to the event.

_____ Number of round tables needed (seat 7)
_____ Number of rectangular tables needed (seat 8)
_____ Number of chairs needed

Additional Options and Fees:

Audio/Visual services are provided by the HUMC Tech Team. An additional fee will be charged based on staff and services needed for use of the stage, stage lighting, microphones, music and video services. Please describe your A/V needs:

(FOR MEMBERS ONLY) The facility and restrooms will be cleaned prior to your use. An additional fee will be required for clean-up after the event. On-site custodians will be required for all events. Do you request a custodian on-site during the event? ____YES ____NO

Security may be required for events in the evening or with a large attendance.

Please see current rental fee schedule for associated fees.

Other information _____

TOTAL ANTICIPATED FEES: \$ _____

Deposits (Members - \$500; Non-Members - 1/2 of total fees):

\$ _____ Date Paid: ____/____/____

A balance of \$ _____ is due no later than: ____/____/____

Please initial _____

Name of Person Responsible for Rental

Haymount UMC Representative

Signature and Date

Signature and Date

Title

Title

Organization

Date