

REVISED August 2013

Macon United Methodist Church
Building Rental Contract

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but to also respect all persons and property, and especially the Sanctuary.

This contract is between the Macon United Methodist Church and (user): _____
Represented by _____, who can be contacted at (Phone): _____,
Email: _____, Address: _____,
City: _____, State: _____, Zip: _____.

1. **Church Use:**

1. For what will you be using the church, please be specific. _____

2. **ALL FEES ARE DUE AT THE TIME RESERVATION IS MADE OR BEFORE KEY IS PICKED UP. A \$25 DEPOSIT PER KEY IS REQUIRED AND WILL BE REFUNDED WHEN THE KEY IS RETURNED.**

3. All set-up and take down of tables, chairs, decorations & etc. are the responsibility of the user/renter and are to be done on the day of the rental, unless arrangements are made in advance. ALL rooms should be left clean and ready to be used by the next person, group or organization. Initials: _____

4. The representative of the organization will make arrangements to pick up the key to the building, pay applicable fees and return key and attached building use checklist during regular office hours of 8-12 and 12:30 - 4:30 pm Monday-Friday. **All** doors in **ALL PARTS** of the building are to be checked and locked by the key holder following building use.

5. There are no rental fees for use by Active Church members and not-for-profit organizations use except for the following:

- A. Using the facilities for an event that earns a profit, at which point the fee structure below in Paragraph 5 is applicable.
- B. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
- C. A monetary donation is encouraged to offset utility cost and wear and tear on the facility.

6. Rental fees for use by individuals or organizations *other than* church members and not-for-profit organizations are:

- A. Worship Center without food ...\$125.00
- B. Worship Center with Food & kitchen for serving only... \$150.00
- C. Worship Center with use of kitchen using ovens/dishwasher, etc. ...\$250.00
- D. All other rooms listed on Page 2...\$25.00
- E. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
- F. For ALL other rooms a donation is encouraged to cover our cost of utilities, as well as the wear and tear of facility.

7. Cost of repairs for damage or excessive cleaning will be billed to the person/organization/group using the facility.
8. Special arrangements may be made with appropriate church personnel for the use of the Church's sound system. **Additional fee applies.**
9. The individual signing this contract becomes responsible for any damage to the facility and all applicable fees. Further, the individual signing this contract agrees to serve as the supervising adult during the rental period AND must be present at this event.
10. All persons using any church facility should follow the Safety Policy of the Macon United Methodist Church provided with this contract.
11. The individual signing this contract hereby releases, forever discharges, and agrees to hold harmless the Macon United Methodist Church, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred that occurs during the scheduled contract period. The individual signing this contract further hereby agrees to hold harmless and indemnify Macon United Methodist Church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Macon United Methodist Church parties, including expenses incurred attendant thereto.
12. The individual signing this contract agrees that any building use fee assessed does not cover any damage occurring during the scheduled contract period and he/she would be responsible for all charges.

TOTAL FEES DUE _____ DATE (S) OF RESERVATION _____

Event Time: _____ to _____ Set Up Time: _____ Person Responsible for Clean Up: _____

Room(s) Being Used **(Use only the rooms that you mark!)** Initials: _____):
 Worship Ctr. Worship Ctr. /Kitchen Fellowship Ctr. Library Basement
 Cornerstone Conference Room Classrooms: 1 2 3 4

DATE KEY BEING PICKED UP: _____ BY: _____

ADULT REPRESENTATIVE SIGNATURE: _____ DATE: _____
(MUST BE 21)

CHURCH REPRESENTATIVE SIGNATURE: _____ DATE: _____

“The Macon UMC is not responsible for any items/files or personal belongings of any organization or individual using the property.”

**A COPY OF THIS CONTRACT IS TO BE GIVEN TO THE SIGNEE
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.
SAFETY POLICY AND BUILDING USE CHECKLIST ALSO PROVIDED.**

REVISED 08-2013

Macon United Methodist Church
Building Use Contract
For Not-For-Profit Organizations Using Church On Routine Basis

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property and especially the Sanctuary.

This contract is between the Macon United Methodist Church and (user): _____
Represented by _____, who can be contacted at (Phone): _____,
Email: _____, Address: _____,
City: _____, State: _____, Zip: _____.

A \$25 KEY DEPOSIT PER KEY IS REQUIRED
AND WILL BE REFUNDED WHEN THE KEY IS RETURNED.

1. Current Holders of Keys to Church and contact phone numbers:

- 1.
- 2.

2. Church Use

1. For what will you be using the church – please be specific: _____

2. Frequency (daily/weekly/or monthly) and times - please be specific: _____

3. Room(s) requested for use (***Use only the rooms that you mark!*** Initials: _____):

- Worship Center Worship Center / Kitchen Fellowship Center
 Library Cornerstone Conference Room Basement
 Classrooms: 1 2 3 4

Event Time: _____ to _____ Set Up Time: _____ Person Responsible for Clean Up: _____

* If any of the rooms indicated are needed for church activities and/or have been requested to be rented, the church office will contact the representative listed above prior to your group's anticipated use.

4. All persons using any church facility should follow the Safety Policy of the Macon United Methodist Church provided with this contract.

5. All set-up and take down of tables, chairs, decorations & etc. are the **responsibility of the user/renter** and _____ are to be done on the day of the rental, unless arrangements are made in advance. **ALL rooms should be left clean and ready to be used by the next person, group or organization**. Initials: _____

6. **All** doors in **ALL PARTS** of the building are to be checked and locked by the key holder following building use.

7. The attached Building Use Checklist is to be completed and placed in the mail box outside the secretary's office EVERYTIME the building is used. **FAILURE TO FOLLOW THE SAFE SANCTUARY POLICY AND TURN IN CHECKLIST MAY RESULT IN USE OF THE CHURCH BEING DENIED.**

8. There are no rental fees for use by Active Church members and not-for-profit organizations except for the following:
- D. Failure to leave the facility in the same conditions as found will result in a custodial fee of \$45.00 being assessed, and non-payment of said fee will result in denial of subsequent use of the facility.
 - E. Using the facilities for an event that earns a profit, at which point the following fee structure is applicable:
 - 1. Worship Center without food ...\$125.00
 - 2. Worship Center with Food & kitchen for serving only... \$150.00
 - 3. Worship Center with use of kitchen using ovens/dishwasher, etc. ...\$250.00
 - 4. All other rooms listed on Page 1...\$25.00
 - F. A monetary donation is encouraged to offset utility cost and wear and tear on the facility.

9. Cost of repairs for damage or excessive cleaning will be billed to the person/organization/group using the facility. The individual signing this contract becomes responsible for any damage to the facility and all applicable fees.

10. Sound booth and equipment are ONLY to be used by persons authorized by the Church office PRIOR TO EACH USE.

11. At least one of the key holders in this contract agrees to serve as the supervising adult during the period of church use AND must be present during use.

12. The individual signing this contract hereby releases, forever discharges, and agrees to hold harmless the Macon United Methodist Church, its pastor, officers, agents, employees and members from any and all liability, claims or demands for personal injury, sickness or death, as well as property damage and expenses, of any nature whatsoever which may be incurred that occurs during the scheduled contract period. The individual signing this contract further hereby agrees to hold harmless and indemnify Macon United Methodist Church, its pastor, officers, agents, employees and members for any liability sustained by said acts of the aforementioned Macon United Methodist Church parties, including expenses incurred attendant thereto.

13. The individual signing this contract agrees that any building use fee assessed does not cover any damage occurring during the scheduled contract period and he/she would be responsible for all charges.

14. This contract must be renewed annually.

ADULT REPRESENTATIVE SIGNATURE: _____ DATE: _____
(MUST BE 21)

CHURCH REPRESENTATIVE SIGNATURE: _____ DATE: _____

“The Macon UMC is not responsible for any items/files or personal belongings of any organization or individual using the property.”

**A COPY OF THIS CONTRACT IS TO BE GIVEN TO THE SIGNEE
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.
SAFETY POLICY AND BUILDING USE CHECKLIST ALSO PROVIDED.**

SAFE SANCTUARY POLICY OF THE MACON UNITED METHODIST CHURCH

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property and especially the Sanctuary.

The Trustees of the Macon United Methodist Church hereby adopt the following policy for the protection of its children, youth and those persons within the church.

The congregation of the Macon United Methodist Church is committed to providing a safe and secure environment for all persons using our church.

We ask the following of all persons/organizations/groups using our facility:

- 1 – Smoking, drugs, or alcohol are not allowed anywhere on church property.
- 2 – No person who has been convicted of any sexual, physical, or emotional abuse shall be in a position of leadership of any group utilizing the church.
- 3 – All persons, groups, organizations are expected to follow the Building Use contract.
- 4 – If another person, group, organization, is using a room, please be courteous and wait till they have finished before attempting to set up for your group. Our church facility is heavily used and many times, blocks of time are back to back. Please keep within the reserved time frame as specified within the building use contract.
- 5 – It is required that any event held on Church property be supervised by a person that is at least 21 years old.
- 6 – Parents / guardians should supervise all children under age 18 and are responsible for any liability or damage to property.
- 7 – No official footballs, baseballs, softballs, or soccer balls allowed inside the building. Balls of lightweight foam materials (such as Nerf or beach ball style inflatables) are preferred. No balls should be kicked or thrown towards any ceiling or wall. Our ball storage is in the closet in the Toddler Room. Please return what you play with back to the closet.

REPRESENTATIVE SIGNATURE _____ DATE _____

(My signature affirms I/we will abide by these conditions and am 21 years or older)

CHURCH REPRESENTATIVE SIGNATURE _____ DATE _____

**A COPY OF THIS SAFETY POLICY IS TO BE GIVEN TO THE SIGNEE,
WITH ORIGINAL KEPT ON FILE IN THE CHURCH OFFICE.**

MACON UNITED METHODIST CHURCH BUILDING USE CHECK LIST

The Macon United Methodist Church considers this facility, grounds and especially the Sanctuary to be a Holy Place set aside for learning and worship of our God. We encourage all persons to enjoy themselves, but also to respect all persons, property, and especially the Sanctuary.

Please initial the following to show your group's compliance and return this sheet with your key to the church. Thank you!

- 1- Cleaned up all spills, messes, etc and vacuumed _____
(Vacuum, trash bags, etc. are in the janitor's closet next to the men's rest room)
- 2 - Returned all tables/chairs to their proper place _____
- 3 - Removed all trash and placed in dumpster in the South Parking Lot _____
- 4 - Returned all Thermostats to 80 degrees in Summer & 65 degrees in Winter _____
- 5 - Removed all personal property from the facility _____
- 6 - Checked to see that all doors (in **ALL** parts of the building) were locked _____
- 7 - Returned church key to the church office the following day the office was open. Office hours are 8:00 - 12:00 & 12:30 - 4:30, Monday - Friday _____
- 8 - Reported any problems or damage immediately to the church office _____
- 9 - **Check Room Used:**
() Cornerstone Conference Room () Classrooms: () 1 () 2 () 3 () 4
() Library () Fellowship Center () Worship Center () Worship Ctr. / Kitchen
() Basement

Name of Organization or Person: _____

Date(s) Church Used: _____

Date Key Returned: _____

Church Staff Member Reviewing This Checklist: _____

For emergencies, please contact Linda Smith at (660) 591-2072 or Jeff Linsley at (660) 676-3472.

Revised: August, 2013