

**Macon United Methodist Church**  
**Building Use 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 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 \$100 KEY DEPOSIT IS REQUIRED.**

**DEPOSIT WILL BE REFUNDED ONCE KEY(S) ARE RETURNED AND BUILDING HAS BEEN INSPECTED BY AN AUTHORIZED REPRESENTATIVE OF THE MACON UMC TO ENSURE NO DAMAGE HAS BEEN FOUND.**

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: \_\_\_\_\_):

(Gym) Worship Center     (Gym) 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, as you found them 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. The rental fees are listed below:

NFP = Not for Profit

FP = For Profit

\* = A donation is appreciated to help offset utility charges.

# = An active Church Member is determined by the Board of Trustees.

	<i>#Active Church Member-NFP</i>	<i>#Active Church Member-FP</i>	<i>NFP Organization</i>	<i>FP Organization</i>
Worship Center	No Charge*	No Charge*	No Charge*	\$125
W/food	No Charge*	No Charge*	No Charge*	\$150
w/kitchen	No Charge*	No Charge*	No Charge*	\$250
Fellowship Room	No Charge*	No Charge*	No Charge*	\$25
Library	No Charge*	No Charge*	No Charge*	\$25
Cornerstone Room	No Charge*	No Charge*	No Charge*	\$25
Basement	No Charge*	No Charge*	No Charge*	\$25
Classrooms	No Charge*	No Charge*	No Charge*	\$25/room
Sanctuary	No Charge*	No Charge*	No Charge*	\$25

9. Failure to leave the facility in the same conditions as found will result in a custodial fee being assessed, and non-payment of said fee will result in denial of subsequent use of the facility. 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. An additional charge may apply.

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 reviewed and approved by the Board of Trustees. We reserve the right to deny use of the facilities at any time.

ADULT REPRESENTATIVE SIGNATURE: \_\_\_\_\_  
(MUST BE 21)

DATE: \_\_\_\_\_

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.