

Application and Agreement for Rental of Church Facilities

Date Submitted: _____

Name of User (Organization or Individual):

Name and Address of Responsible Party (Organization or Individual):

Phone Number: _____

E-mail Address: _____

Facilities to Be Used: _____ Fellowship Hall _____ Old Fellowship Hall _____ Sanctuary _____ Grounds

Date(s) of Use: _____

For What Purpose Will the Facilities Be Used: _____

Amount Paid (Make Checks Payable to Alma United Methodist Church): _____

Date Paid: _____

I have read the accompanying written policies for the rental and use of the church facilities, agree to abide by the policies, and accept responsibility for all rental fees, as well as any additional fees for the repair and/or replacement of any lost, damaged, or defaced property.

Signed: _____ Date: _____

Approved By: _____ Date: _____

Position: _____

Alma United Methodist Church Rental Policies

- Building use will be subject to approval.
- Church functions will have priority over other activities pertaining to the use of church facilities.
- All reservations must be made in advance. Dates are reserved on a first come, first served basis.
- Rental fees must be paid, in full, 30 days prior to the rental date, or at the time the rental agreement is signed, if less than 30 days from the rental date. Reservations are not confirmed until fees are paid in full and the agreement is signed.
- No alcoholic beverages or tobacco products are allowed on church premises.
- The church assumes no responsibility for accidents or personal injury. The user accepts all legal liability for any loss or damage in conjunction with the use of the church facilities.
- The user is responsible for any damage, breakage and/or theft of furnishings or equipment belonging to the church.
- User must report any breakage or damage to the Pastor or Administrative Assistant.
- To reserve the use of church facilities, contact the Administrative Assistant, Jessica Blasingame, at (479) 632-3211.

Pertaining specifically to the rental of the Fellowship Hall:

- The user(s) of the Fellowship Hall are responsible for the set-up and tear-down of the Fellowship Hall.
- Table cloths, napkins, disposable dinnerware, and garbage bags are NOT PROVIDED. User(s) must bring their own supplies.
- Beverages (coffee, tea, etc.) and condiments (sugar, creamer, salt, pepper, etc.) are NOT PROVIDED. User(s) must provide any desired food, beverage, condiments, etc.
- No church property (tables, chairs, dishes, utensils, trays, coffee pots, etc.) may be taken from the premises.
- User should not leave left-over food or food containers on premises.
- User must remove all garbage bags and trash, and place them in the garbage can outside the kitchen door.
- User is responsible for all clean-up, returning the hall in the condition in which it was provided. A vacuum cleaner, mop, and bucket are provided in the hall closet.
- User must turn off all lights before leaving and return heating/cooling system to marked levels.

Pertaining specifically to the rental of the Old Fellowship Hall:

- The user(s) of the Fellowship Hall are responsible for the set-up and tear-down of the Old Fellowship Hall.
- Table cloths, napkins, disposable dinnerware, and garbage bags are NOT PROVIDED. User(s) must bring their own supplies.
- Beverages (coffee, tea, etc.) and condiments (sugar, creamer, salt, pepper, etc.) are NOT PROVIDED. User(s) must provide any desired food, beverage, condiments, etc.
- No church property (tables, chairs, dishes, utensils, trays, coffee pots, etc.) may be taken from the premises.
- User should not leave left-over food or food containers on premises.

- User must remove all garbage bags and trash, and place them in the garbage can outside the kitchen door.
- User is responsible for all clean-up, returning the hall in the condition in which it was provided. A vacuum cleaner, mop, and bucket are provided in the fellowship hall closet.
- User must turn off all lights before leaving and return heating/cooling system to marked levels.

Pertaining specifically to the rental of the Sanctuary:

- The use of the Sanctuary is open to all people willing to treat it with the respect and reverence benefitting a place of worship. No running, shouting, or horseplay is allowed.
- Moving furniture causes damage. If furniture is to be removed, written permission must be given by the pastor.
- No church property (tables, chairs, dishes, utensils, trays, coffee pots, etc.) may be taken from the premises.
- Food other than for religious purposes is not allowed for use within the Sanctuary.
- The user is responsible for returning the sanctuary in the condition in which it was provided.
- User must turn off all lights before leaving and return heating/cooling system to marked levels.
- Audio / Visual Equipment Usage is allowed with written permission from the pastor; a technician will not be provided by the church to run this equipment.

Pertaining specifically to the rental of Church Grounds:

- The use of Church Grounds are open to all people willing to treat it with the respect and reverence benefitting a place of worship.
- The user is responsible for returning the church grounds in the condition in which they were provided.
- No church property (tables, chairs, dishes, utensils, trays, coffee pots, etc.) may be taken from the premises.
- User should not leave left-over food or food containers on premises.
- User must remove all garbage bags and trash, and place them in the garbage can outside the kitchen door.

Rental Fees:

Fellowship Hall:	\$50 for Church Members \$75 for Non-Church Members
Old Fellowship Hall:	\$50 for Church Members \$75 for Non-Church Members
Sanctuary:	\$25 for Church Members \$50 for Non-Church Members
Church Grounds:	\$25 for Church Members \$50 for Non-Church Members

Additional Charges: There will be charges for the repair or replacement of any building facilities or items damaged while using the church facilities/grounds. This is including but not limited to windows, walls, doors, kitchen appliances, furniture, vacuum cleaner, etc.

There will be no charge for the use of the Fellowship Hall or Sanctuary for the following church-related activities:

- All Church-Related Fundraising Projects
- Sunday School Activities
- Fannie Miller Circle / United Methodist Women Activities
- United Methodist Men Activities
- All Youth, Club, and Scout Activities
- Bible Study Group Activities
- Meals for the Families of Deceased Members
- Community Partnership Events