

First United Methodist Church
111 Ryerson Avenue, Newton, N.J. 07860
Phone: 973-383-4450 Fax: 973-383-0084
EMAIL: office@newtonumc.com

Church Facilities Use

This information is important to read before completing and returning forms to schedule use of Church facilities, which should be at least 30 days in advance.

RULES, REGULATIONS AND CONDITIONS OF USE

Initial application for use of the building is with the Church Office Administrator. The Board of Trustees governs use of the church building and will be consulted if there is a question of the appropriateness or scheduling of the planned activity.

Permission for use shall not be granted for purposes, programs or activities contrary to Christian beliefs and practice as outlined in the Social Principles of our Church and the provisions contained in our Book of Discipline.

The tax-exempt status of church property affects rental of its facilities to individuals, groups, or organizations which are profit-oriented; our decision on applications will take this into consideration. If you are tax-exempt, *please provide your tax-exempt number*.

Our *property insurance* requires general liability and worker's compensation insurance by non-church users; please supply a copy of insurance certificate or complete the 'hold harmless' form on the back of the application.

All permits for use shall terminate on June 30th of each year; *applications for renewal* should be made by May 1 and new insurance certificates provided annually.

Use of the building *is restricted to that portion of the building for which permission has been given*; however, any group in any part of the building shall have access to the restrooms.

Groups shall use the entrance nearest or most convenient to the area used unless requested to use an alternate entrance. If *keys* are required to access the facility, they shall be obtained from and returned to the church office administrator. The *kitchen door* shall not be used as an entry-way unless use of the kitchen is granted.

The possession or consumption of *alcoholic beverages* on the property is prohibited.
No smoking is permitted in the church building nor in other areas posted 'non- smoking'
Gambling is not permitted.

(1)

Pianos and organs shall not be moved without approval of a church official. Also, tables and chairs are not to be moved from one room to another without permission. If moved, the group assumes responsibility for moving the equipment in such a way as not to damage the equipment, floors or walls and for returning equipment to its original location.

All groups shall be responsible for the *set-up and the clean-up* after their activity. The room used shall be cleaned and restored to its original condition unless prior arrangement has been made with the church office and payment made of an additional charge for this service.

The person in charge of a group or activity shall be responsible for turning out the lights and locking the building. If more than one group is meeting in the building at the same time, the last person to leave is responsible for seeing that **ALL** lights are out and the building locked.

Occasionally, room assignments may be changed to accommodate church needs.

Heating & Cooling Room temperature is controlled by time clocks; no attempt should be made to change the settings. Problems with heating or cooling should be referred to the church office, during the day, or to the sexton on duty during the evening.

Parking All groups must comply with the signs indicating traffic directions and parking. Park only in designated and lined spots; no parking in the entrance driveway nor next to the curb by the sidewalk nor in reserved spots.

Kitchen Use The dishwasher and coffeemaker shall be operated only by authorized persons. It is the responsibility of group using the facility to ensure that the kitchen and fellowship hall are cleaned, spills wiped up from stove and refrigerator, and all garbage placed in plastic bags and put in the dumpster. Food that is not being thrown out must be removed—not left in the refrigerator nor on the counters.

RENTAL DONATION SCHEDULE (for occasional use)

AREA	NON-MEMBERS/GROUPS	TAX-EXEMPT ORG.	MEMBERS
Fellowship Hall	\$250.	\$200.	\$125.
Sanctuary		200.	
<i>(Refer to special brochures for weddings and funerals)</i>			
Kitchen (light refresh.)	100.		50.
Kitchen (dinners/oven)	150.		75.
Sexton – if available	100.	75.	30.
<i>(Set-up and return of chairs only)</i>			
Classroom	100.	75.	75.
Refundable Deposit	100.	75.	

When a group or individual contracts with a church organization to provide catering of refreshments or a dinner, the amount charged shall include the appropriate donations, with the Church organization being responsible for making the donation to the church.

ANNUAL CONTINUAL USE by groups or organizations shall be by special lease or contract Effective February 2015; Rotary \$400.

APPLICATION FOR USE OF FACILITIES

FIRST UNITED METHODIST CHURCH

111 Ryerson Ave., Newton, N.J. 07860

Telephone: 973-383-4450 FAX: 973-383-0084

Type of User: Church Member of Group Non-church Person or Group
Name: _____
Date/Dates Requested _____ Times: _____

Room/rooms desired: Holland Hall Kitchen
 Sanctuary Media Center (Library)
 Room 1-A Room 1-B
 Other _____

Activity planned: Wedding Wedding Reception
 Funeral Memorial Service
 Celebrative party _____
 Meeting _____
 Concert _____
 Other _____

Number of people: Less than 50 More than 50 Age Range _____
Kitchen Use: Light refreshments Cooking, Baking

Name of person in charge of event and responsible for opening and closing building if required:
Name _____ Address _____
Telephone # _____ or _____

Insurance coverage: (Non-church persons or groups)
Company: _____ Agent: _____
Type of Coverage: _____ Limits: _____

As the authorized representative of the above-named organization or group, I have read the rules, regulations and fees for the use of the facilities of the First United Methodist Church of Newton. I will see that the group is made aware of them and complies with them. Furthermore, we hereby covenant and agree at all times to indemnify and save harmless the church and its facilities from and against any cost, liability, or expense arising out of any claims of any person or persons whatsoever, by reason of the use or misuse of the facilities, parking area, or common area by us; shall indemnify and save harmless the lessor from any penalty, damage or charge incurred or imposed by reason of any violation of law or ordinance by us; and from any cost, damage or expense arising out of the death or injury to any person or persons using the facilities under this agreement.

TAX Exempt # _____
Signed: _____
Print Name _____
Address _____
Telephone _____ or _____

Please complete and return to church with the following attachments:
Certificate for liability insurance or waiver
Check for \$100 guaranty deposit (refundable following facilities inspection after use)
Separate Check to cover donation as shown.

HOLD HARMLESS INDEMNIFICATION AGREEMENT

This agreement between

First United Methodist Church
111 Ryerson Avenue, Newton, N.J. 07860

(Church)

And

(Occupant)

Entered into this date _____ for use of premises located at

111 Ryerson Avenue, Newton
(Premises)

In consideration of the use of the Premises by Occupant, Occupant agrees to save, indemnify, and hold harmless Church from and against any and all claims, expenses, costs including, but not limited to, attorney fees, liabilities and damages (collectively "Claims") which result in bodily injury or property damage as a result of acts or omissions of Occupant, its employees, volunteers, participants, agents, invitees or anyone associated with Occupant at the Premises.

Furthermore, Occupant understands that it is Occupant's responsibility to obtain insurance for any Claims that arise by its use and/or activities of Occupant at the Premises and not the responsibility of the Church. It is recommended that Occupant obtain separate insurance to adequately insure potential Claims for Occupant's intended use of activities at the Premises. The Occupant agrees to abide by all federal, state and local laws, ordinances and regulations relating to the Premises and Occupant will save, indemnify and hold harmless Church for any breach by Occupant of such laws, ordinances and/or regulations.

Signed: _____
(Church Representative)

(Occupant Representative)

(Print name of Church Representative & Title)

(Print Name of Occupant Representative & Title)