

**EPWORTH UNITED METHODIST CHURCH
POLICY ON USE OF CHURCH PROPERTY
BY CHURCH MEMBERS, GROUPS, AND SPONSORED ORGANIZATIONS**

“Subject to the direction of the charge conference, the board of trustees shall have the supervision, oversight, and care of all real property owned by the local church and of all property and equipment acquired directly by the local church or by any society, board, class, commission, or similar organization connected therewith; *provided* that the board of trustees shall not violate the rights of any local church organization elsewhere granted in the *Discipline*; *provided* further, that the board of trustee shall not prevent or interfere with the pastor in the use of any of the said property for religious services or other proper meetings or purposes recognized by the law, usages, and customs of The United Methodist Church, or permit the use of said property for religious or other meetings without the consent of the pastor or, in the pastor’s absence, the consent of the district superintendent.”

*The Discipline of The United Methodist Church
#2532, page 666-667, 2000 Edition*

In accordance with the above Disciplinary statement: The Board of Trustees assumes responsibility for allowing groups to use the facilities of Epworth United Methodist Church. United Methodist services of worship, church organizations and groups, and organizations sponsored by Epworth United Methodist Church will have priority use of all facilities. There will be an effort to avoid pre-empting any scheduled outside and/or non-church groups, but the church reserves the right to do so regardless of any other agreement. It is the desire of the Trustees that the church be available for private family functions of the members and non-profit groups of the community. The church facilities are not available for use by profit making groups. It is expected that any persons using the facilities will show respect and care for the building and equipment. Any damages incurred to the facility during this function shall be your responsibility to restore back to the condition that existed prior to the event.

We, the undersigned, have read and agree to follow the guidelines of Epworth United Methodist Church:

Name: _____
Signed

Member, Church Group or Organization

Position

Phone #

Organization

Date

**EPWORTH UNITED METHODIST CHURCH
APPLICATION FOR USE OF CHURCH PROPERTY
BY CHURCH MEMBERS, GROUPS, AND SPONSORED ORGANIZATIONS**

TO BE COMPLETED BY APPLICANT

Requesting member, group or organization _____

Date(s) _____ Open _____ AM PM Close _____ AM PM

Contact Person _____ Phone # _____ Cell # _____

Email _____ Church Sponsor _____ Fax # _____

Number of people expected _____ will the General Public be admitted? Yes No

Type of activity or program _____ Use of Kitchen Yes No

Pianist/Organist required Yes No Sound required Yes No Host/Hostess required Yes No

Room(s) requested _____ Custodian required Yes No

Equipment or furniture required _____

HOLD HARMLESS AGREEMENT

I, (print) _____ certify that the proposed and planned program or meeting will be conducted on a completely nondiscriminatory basis and that no person will be denied admission or attendance on basis of race, religion or national origin. I have been provided with a copy of the Policy on use of Church Facilities and I understand the regulations governing use of the facilities and hereby assume full responsibility for meeting and complying with all regulations. The applicant agrees that it will indemnify and save harmless The Epworth United Methodist Church individually and collectively and any officer, agent or employee of said church against any legal claim of any nature whatsoever which might be made against such church, church member, officer, agent or employee arising out of, or claiming to have arisen out of, the use of the premises here in mention, including legal expenses which might be incurred by such church, church member, officer, agent or employee in defending such claim whether such claim be frivolous or otherwise.

Signature _____ Title _____ Date _____

TO BE COMPLETED BY EPWORTH UNITED METHODIST CHURCH

Application: _____ approved _____ disapproved Fee for use of facility _____ Check # _____

Reason for disapproval _____

Pastor signature _____ Date _____

Trustee signature _____ Date _____

Committee Chair signature _____ Date _____

Event cleared on church calendar _____ Yes _____ No

Admin. Assistant's signature _____ Date _____

Epworth United Methodist Church Facility Booking Form

Event _____ Date _____
 Purpose of Event _____ Phone # _____ Cell # _____
 Start Time _____ End Time _____ Estimated No in Attendance _____ Fax # _____
 Contact Person _____ E-Mail _____
 Church Related Group _____ Yes _____ No _____ Church Sponsor _____

Room Reimbursement Fees

3 Hour Minimum Charge / Additional Hourly Rates listed Below

Sanctuary	\$400 / \$125	Crusader Class	\$ 100 / \$ 33	Class Room	\$100 / \$ 33
Wesleymen Class	\$100 / \$ 33	Social Hall	\$ 350 / \$115	Conference Room	\$100 / \$ 33
Southgate Chapel	\$150 / \$ 50	Kitchen	\$ 350 / \$115 <i>(without Equipment Use)</i>	Kitchen	\$500 / \$167 <i>(with Equipment use)</i>
Parking Lot	\$300 / \$ 75	Entire Facility	\$1,500 / \$500	Other	_____
Set-up	\$ 25	Break-down	\$ 25		_____

Weekly / Monthly Group Reimbursement Fees

Hourly Rates listed Below Based on Group Size

1 - 24	\$ 25	100 - 124	\$125	over 200	<i>to be determined</i>
25 - 49	\$ 50	125 - 149	\$150	Other	_____
50 - 74	\$ 75	150 - 174	\$175		_____
75 - 99	\$100	175 - 199	\$200		_____
Set-up	\$ 25	Break-down	\$ 25		_____

Personnel Requirements

3 Hour Minimum Charge / Additional Hourly Rates listed Below

Pianist/Organist	\$250 / \$ 65	Sound	\$100 / \$25	EUMC Staff on Premises	\$75 / \$25
Custodian	\$ 50 / \$15	Host / Hostess	\$300 / \$75	Other	_____

Setup Instructions *(Sanctuary furnishings may not be moved or removed)* _____

Decorating Arrangements _____

Other _____

NOTE: A Non-Refundable Deposit of \$100 is required to confirm date. All other fees are due at least two weeks before the event. Also note, that booking will not be confirmed until it has been cleared with ALL appropriate committees, at which time the DEPOSIT is required and is applied to fee.

Pastor Date _____ Trustees Date _____ Committee Chair Date _____
 Event Cleared on Church Calendar _____ Yes _____ No _____ Admin Assistant Date _____

The use of Epworth's parking Lot is included with the room use / rental. The parking lot is located beside the church on Freemason Street. Additional parking available opposite our lot at the Freemason Street Parking Garage for a fee.