

# Aldersgate United Methodist Church

## Facilities Use Application (PLEASE PRINT CLEARLY)

Date: \_\_\_\_\_ Applicant or organization name: \_\_\_\_\_

Is the applicant a member of Aldersgate Church? Yes \_\_\_\_ No \_\_\_\_

Name of contact person: \_\_\_\_\_

If applicant is an organization, **please circle one:**

For Profit    Non-Profit    Charitable    GNJ

Contact address: \_\_\_\_\_

Email address \_\_\_\_\_ Phone # \_\_\_\_\_

Event Date \_\_\_\_\_ Start time \_\_\_\_\_ End time \_\_\_\_\_

**(no later than 10:00 pm, the church building closes at 11:00am)**

**THERE ARE NO RENTALS ON SUNDAYS, WITH THE EXCEPTION OF OTHER RELIGIOUS SERVICES AND/OR CONGREGATIONS THAT ALREADY HAVE CONCURRENT ARRANGEMENTS WITH ALDERSGATE UNITED METHODIST CHURCH**

Room(s) Requested \_\_\_\_\_

Please provide a **FULL Description of Use and needs**, e.g. A/V, projector, kitchen, set up/break down help, clean-up

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Number of guests at the event \_\_\_\_\_

Have you used Aldersgate's facility before? If so, when? \_\_\_\_\_

The set up & breakdown of tables/chairs is your responsibility, if you need it done for you, there will be a \$100 charge for a party of 75 or more. A party under 75 guests will be a \$75 charge.

Please check the box below if you required a set up and breakdown.

# Facility Usage Rules

## Security Deposit

A Building Use Security Deposit of \$300.00 is required and refundable and must be submitted to the church office at least two weeks prior to your scheduled event. This deposit will be returned if there is no damage to the facility or additional clean-up required by AUMC custodial staff. **Building Use Fees shall be paid in full prior to the start of your event.**

If fees have not been received by the Church in advance, then your group will be denied access to the facility. The Board of Trustees, or any member thereof, reserves the right to deny use of the facilities at its discretion before or during your event subject to adherence to these Facilities Usage Rules.

## Building Usage

1. Behavior shall be appropriate for a house of worship. This includes, but is not limited to the following:
  - a. Consumption of alcoholic beverages within the confines of Aldersgate United Methodist Church facilities and on the property is prohibited.
  - b. Smoking is not allowed in the building or on Church Property.
  - c. No illegal use of drugs is allowed on church property, if found the authorities will be notified.
  - d. There is no gambling conducted on the church property.
  - e. Use of facility elevator is prohibited.
2. Groups with minor children shall have one adult chaperone for every seven minors.
3. Your group **shall limit its activities to the room or rooms which you have been approved to use.** No fixtures or furnishings shall be removed from any other room without prior approval.
4. Your group shall act courteously towards other groups which may be using the facilities.
5. Your group is responsible for turning out all lights, heating and/or air conditioning units (thermostats and wall units) and locking all exterior doors at the conclusion of your event.

## Parking

Vehicles shall be parked only in designated areas. No parking on the grass or in fire lanes shall be permitted. No vehicles shall be left on church property overnight without prior approval by the Church.

**Clean-up**

1. Your group shall leave its area as clean as it was found. All trash picked up, bagged and placed in trash bins located outside of the kitchen entrance.
2. If clean-up is done by church custodial staff will be billed at \$50.00/hour deducted from the Security Deposit.
3. The applicant is personally responsible for any damage to the facility deducted from the Security Deposit.
4. If the church is to be held responsible for set-up and/or clean-up, a fee will be determined in advance.
5. If your group will be responsible for set-up and clean-up, then only designated fixtures and furnishings shall be used. All fixtures and furnishings shall be returned to the location they were found (a church member will show you these locations). Any damage, whether the fault of the group or a general maintenance problem shall be reported to the church office immediately.

**I, the undersigned or acting as a representative of the indicated organization, agree to abide by the terms stipulated herein and to the Facilities Use Rules which have been established by the Board of Trustees of Aldersgate United Methodist Church which are enclosed with this application.**

\_\_\_\_\_  
Applicant / Organization Representative Signature

\_\_\_\_\_  
Date

For Trustees use only:

Date reviewed \_\_\_\_\_ APPROVED      DENIED

Donation determined: \_\_\_\_\_

Special conditions: \_\_\_\_\_

Chairman's / Church Officer's signature: \_\_\_\_\_

**Building Security Deposit Received** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Payment for Event Received** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Building Security Deposit Returned** \_\_\_\_\_ **Date:** \_\_\_\_\_

## Advertisements and Signage

1. No advertisement shall suggest sponsorship or endorsement by Aldersgate United Methodist Church. **The use of the church name (except for directional purposes), symbols of the church or images of the church building are strictly prohibited in any advertisement of your event.**
2. **Your group is not permitted to place outdoor advertising signs on church property.** Any interior signage shall be approved in advance by the Board of Trustees. Interior signage shall be temporary in nature, installed in such a manner that causes no damage to interior walls and finishes and shall be removed at the conclusion of your event.

**The undersigned acting as a representative of his/her group or organization agrees that he/she or any member of his/her group or organization (hereafter called the user) will use the Aldersgate United Methodist Church (hereafter AUMC) facilities and grounds at his/her own risk and further agrees that the user agrees to completely indemnify and hold harmless AUMC, its officers, employees, and agents against any and all claims, suits, damages, expenses, or otherwise, arising from or in connection with personal injuries (including death) to the user, as well as loss of, or damage to, personal property of the user, which may result from or occur during the user's entry onto AUMC premises. This agreement includes a waiver of claims against AUMC and its agents and employees and an indemnity for claims arising from the sole negligence of the user, including all reasonable attorney's fees, costs, and expenses incurred by AUMC in conjunction with any claims that may be asserted by the user.**

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Organization Name (if applicable)

# Aldersgate United Methodist Church

## Key Receipt Statement

(PLEASE PRINT CLEARLY)

1. This key is intended for my use, and only for church sponsored or previously approved activities on the approved date(s).
2. I will **not** allow this key to be **borrowed or duplicated** under any circumstances.
3. A \$100.00 Key Security Deposit is required and will be returned to me upon return of the key. If the key is not returned for any reason, my deposit is forfeited. *Note: a key deposit is not required for a church member, however, a \$50,00 replacement fee will be charged if the key is lost.*
4. If it is found that I have allowed my key to be duplicated and/or borrowed and...
  - a. I am not a member of Aldersgate Church - my key holding privileges and those of my organization may be revoked.
  - b. I am a member of Aldersgate Church - my future key holding privileges will be determined by the Board of Trustees.
5. When I or my group use the church building, or are the last to leave the building, **we will be responsible for turning off all lights, heating or air-conditioning units (including thermostats and window units) and making sure that all exterior doors are locked.**

Key recipient name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone number \_\_\_\_\_

Member of Aldersgate UMC? (circle one)    Yes    No

Reason for requesting key privileges: \_\_\_\_\_

Date and number of Key Given to guest: \_\_\_\_\_

Date Return of Key \_\_\_\_\_

**I have read the above key receipt statement and agree to adhere fully to its guidelines. I understand that any violation of these guidelines may result in the revocation of my key holding privileges and forfeiture of my key deposit.**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

For Office use only:

Date reviewed: \_\_\_\_\_ Key number: \_\_\_\_\_ (exterior doors).

Deposit received (circle):

Check (no. \_\_\_\_)

Cash

Key issued by: \_\_\_\_\_