

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 ____

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

For Profit Non-Profit Charitable GNJ

Name of contact person: _____

Contact address: _____

Email address _____ Phone # _____

Event Date _____ Start time _____ End time _____ **No later than 10:00 pm**

Set up / decorate start time: _____

Number of guests at the event _____

Room(s) Requested _____

Please provide a **FULL** Description of use and needs, e.g. A/V, projector, kitchen,

Full Kitchen use – 4 or more hours: YES NO

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

Will you require assistance with your set up/break down and clean up? If so, there is a \$75-\$100 charge for this service. Circle one please: YES NO

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 also not allowed in the building or on the ground of the 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

Date reviewed _____ APPROVED DENIED

Building Security Received _____ Building Security Returned: _____

Rental Fee Received _____

Special conditions: _____

Chairman's / Church Officer's signature: _____

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: _____ Date returned _____

Deposit received (circle): Check (no. ____) Cash

Deposit returned: _____