

Bluff Park United Methodist Church FACILITIES USAGE POLICY

Bluff Park United Methodist Church (BPUMC), an Alabama not-for-profit corporation, makes their facilities available to groups or organizations for meetings or other events, whenever possible.

General Guidelines and Requirements:

1. For purposes of this policy, any reference to facilities includes reference to any property of the church, including furniture and equipment.
2. Every group or organization is required to abide by all church guidelines, requirements and other restrictions regarding usage of the church facilities.
3. Users of the church facilities agree to use utmost care in the use of church facilities and agree to leave the facilities in good, clean condition.
4. All requests for usage of the church facilities are subject to approval by BPUMC.
5. Each outside group or organization is required to complete and deliver to the church office a signed agreement and certificate of insurance as required by the agreement.
6. The church reserves the right to schedule other activities and events in other parts of the church facilities.
7. A deposit of ½ the fees is due upon submission of the Event Request Form, with the balance to be paid within one week of the event.

Insurance:

Each outside group or organization must furnish to BPUMC a certificate of comprehensive general liability insurance coverage with a combined single limit of not less than \$1,000,000 naming the church as an additional insured.

General User Responsibility:

Additional Requirements and Restrictions

1. Those using BPUMC facilities agree to release, protect, defend, indemnify and hold harmless BPUMC and its trustees, officers, employees, members and other representatives from and against any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of any BPUMC facilities.
2. In the event of damage to the church facilities, those using any church facility shall accept the amount of repair and replacement costs as estimated, or otherwise determined, by the church Board of Trustees or their designee and shall pay the church for such repair and replacement costs upon demand.
3. For children and youth events, the applicable group or organization must provide adequate adult supervision for all usage in compliance with the church's existing Safe Sanctuary policy.
4. The transfer or passing on by any group or organization of permission to use church facilities to any other persons or organizations is strictly prohibited.
5. Those using church facilities must confine themselves to the areas provided for in their Facilities Usage Agreement and will not exceed the capacity limits of requested facility areas.
6. Users may not take tables and/or chairs, and/or other items, from other rooms and/or areas of the church facilities.
7. The use of tobacco products, electronic cigarettes, alcoholic beverages or drugs is strictly prohibited on church premises.

8. No group or organization (whether or not a church member is affiliated with such organization) shall use any church facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of the church.

This policy is applicable to use of the church facilities by any groups or organizations (including individuals). It is by no means intended to cover every facet of use of church facilities. This policy supersedes all prior oral or written statements regarding the specific subject matter hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements, or restrictions and other provisions of this policy or any Facilities Usage Agreement without the express written approval from the Board of Trustees.

Bluff Park United Methodist Church
Event Request Form

Name of Group/Organization _____

Address _____

Contact Person _____ Contact Number _____

Email Address _____ # of Attendees _____

Reserve Time _____ AM/PM to _____ AM/PM Reserve Date _____

Event Time _____ AM/PM to _____ AM/PM Event Date _____

Nature of meeting or other event _____

Room(s) or outside areas being reserved _____

List and quantity of requested resources _____

Facility Usage Fee _____ Date Paid _____ Check # _____

The above-named group or organization (1) acknowledges receipt, from BPUMC, an Alabama not-for-profit corporation, of Facilities Usage Policy, and has read and fully understands all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, which are incorporated herein by reference, (2) requests usage of church facilities as indicated above and (3) accepts, agrees to, and will in all respects fully and timely comply with BPUMC Facilities Usage Policy in connection with such usage, including all guidelines, requirements, restrictions and other provisions set forth in such Facilities Usage Policy, and such additional requirements and restrictions as may be communicated on behalf of BPUMC to the above-named group or organization prior to or in the course of such usage.

Date _____ Signature _____

Printed Name _____

Title _____

Authorized Representative

Accepted by BPUMC:

Date _____ Signature _____

Printed Name _____

Fees and Guidelines for Non-Ministry Events

<u>Room</u>	<u>Members</u>	<u>Non-Members</u>
Wedding – Worship Center	\$200	\$1,000
Wedding – Chapel	\$100	\$300
Wedding – Parlor	\$35	\$100
Wedding – Fellowship Hall	\$150	\$600
Wedding – Gym	\$500	\$1,000
Wedding – Central Stairs	\$200	N/A

****Weddings MUST use BPUMC wedding coordinator****

Worship Center	\$250	\$500
Gym	\$50	\$100
Chapel	\$125	\$250
Fellowship Hall	\$125	\$250
Parlor	\$35	\$50
Classrooms	\$25	\$50
Serving Line	\$25	\$50
Security Deposit	\$0	\$100

Additional Information:

- Events have access to tables, chairs, and ice. Other equipment may be available upon request.
- Removable “painter’s tape” must be used to post any directional and/or informational signage.
- Groups requesting to use the facilities for overnight stay will be charged at a rate of \$15 per person per night.
- Your responsibilities in using Bluff Park’s facilities:
 - Decorate room as needed
 - Clean up all personal items, including any decorations, and trash
 - Remove any signs that are posted for directions and/or information
- Facilities Staff responsibilities:
 - Set up room for event with requested tables and chairs
 - Reset room
- If the event time is during normal business hours, the facility will be unlocked. If the event time is after hours or during the weekend, the Church Office will make arrangements to have the building/rooms unlocked and locked for the event.
- Facility availability, fees, policies, etc. are subject to change.

I have read and agree to adhere to the above guideline.

Printed Name _____ Date _____

Signature _____