



Silverdale United Methodist Church

SUMC ACTIVE CONGREGANT ROOM-USE FORM

Application for use of church facilities for personal, non 501(c)3 activities

Revised 4/11

- Please submit all requests to the Church office at least 30 days prior to your event for processing. Any request submitted less than 30 days in advance are not guaranteed to be processed in time for your event.

Your Name: _____ Today's Date: _____

Contact Person: _____ Phone #: _____

Purpose for room use: _____

Date(s) of Event: _____

Is this a recurring use request? Y N If so, for what duration? _____

Room(s) Requested: _____

Set-Up Time: _____ Start Time of Event: _____ End time (keep in mind clean-up): _____

SPECIAL SERVICES:

- If you would like to request **sound, media,** or use of the **kitchen,** it is our policy that you request the assistance of our ministry team or teams who are in charge of those areas through the church office and make appropriate arrangements with them directly. Only our trained teams are allowed to operate our church's technical equipment, and the use of the kitchen requires the presence of one of our kitchen team members who is trained to use our kitchen and who has a current Food Handler's Permit that is posted in the kitchen. No exceptions. It is the responsibility of the SUMC ministry requesting space to clean up the kitchen and abide by all kitchen policies as expressed by our personnel.
- A minimum fee of \$50 will be assessed for qualified and approved sound, media and or kitchen ministry assistance. If service rendered is over 2 hours, the fee is an additional \$25 per hour.
- A building use donation of \$25 or more will be assessed in addition to any applicable custodial fees.

Full Kitchen? Y N Coffee Room? Y N

For use of full kitchen, list name of authorized church kitchen personnel: _____

Portable Audio? Y N Video/TV? Y N Media? Y N

Name of authorized SUMC Audio or Media operator? _____

ADVERTISING YOUR EVENT:

If you would like to request use of the outside reader board, please put your request below. The board will hold 13 characters per line and there are four lines available. Reader Board use is per Sr. Pastor's approval. The group requesting the use of the reader board is responsible for replacing the church's Sunday morning information as it was prior to use. If approved, you can coordinate this through the church office.

Are you requesting that this be publicized in the Bulletin? If so, please write your requested text below and or email it to the church office at:

ROOM SET-UP:

Do you need any special set-up for chairs or tables? Y N If yes, please draw a diagram below:

Number of Tables: _____ Number of Chairs: _____

I have read the above and as the person in charge, I will be responsible to communicate any and all changes to the Church office.

Fee Schedule: Building Use: \$ _____ (min. \$25)
 Custodial: \$ _____ (TBD)
 Sound Staff: \$ _____
 Media Staff: \$ _____
 Kitchen Staff: \$ _____

 Total Fees: \$ _____

FOR WEDDINGS & FUNERALS, PLEASE ASK THE WEDDING & FUNERAL COORDINATOR(S) ABOUT FEES.

Signature: _____ Date: _____

Signature of Trustee or Pastor: _____ Date: _____

OFFICE USE:

Date Received in the Office: _____ Approved: _____ Disapproved: _____

SUMC Building Use Policy Guidelines
(Highlighted information is relevant for SUMC Ministries)

The people of this church family acknowledge this building to be the house of the living God, to be used to Glorify God, Jesus Christ, and the Holy Spirit. We make our facilities available to other non-profit groups in the community on a cost-reimbursement basis. We reserve the right to deny the use of our facilities to groups whose purpose and activities are deemed incompatible with the values of the Silverdale United Methodist Church or when requested use interferes with the church's use of the facilities.

1. Church functions have priority over community requests.
2. We do not permit our facilities to be used for any commercial or profit making activity.
3. Applications for the use of facilities must be in the office by the first Wednesday of the month. Last minute applications are not guaranteed to be processed in time for your event.
4. Applicants are to leave chairs, tables, wall decorations and other equipment in the same position and condition they were found, and leave the room clean. Applicants are required to remove trash after use of the facility. A dumpster is located at the south-side of the building.
5. Decorations or applications of material to walls/ceilings/floors and fixtures will only be allowed with prior permission specifically written on the application by authorized church personnel.
6. Applicants may not use any materials and/or supplies found in the rooms they are using.
7. Applicants may only use those spaces specifically approved on the application.
8. Profane language, possession or use of intoxicating liquor or drugs, boisterous conduct, betting or other forms of gambling shall not be permitted on church premises.
9. Smoking is prohibited inside all buildings and prohibited within 25 feet from all exterior entrances.
10. The Sanctuary, Chapel, and Prayer Room are primarily for prayer and pastoral use. Pastoral approval must be given for the use of any of these areas of the church.
11. No food or beverages are permitted outside the Kitchen, Social Hall, and Great Hall (gym), unless specifically approved on the application by authorized personnel.
12. Room assignments, on rare occasion, may be changed should the church have need of a given room temporarily or permanently.
13. All children must be adequately supervised (in accordance with church policy) by responsible adults. No running or jumping on premises except for authorized sports events in the Great Hall. Skateboarding is not allowed on the Silverdale United Methodist Church property. The applicants or adults responsible for your event are responsible for the proper and legal conduct of all people attending the event.
14. Approved applications for the use of church facilities are revocable and shall not be considered as a lease.
15. All non-SUMC groups must sign a release of liability prior to using the church facility. If your group has its own insurance it is your responsibility to name Silverdale United Methodist Church as an additional insured for the time period you will be using our building and provide a copy of this to our church office prior to your event.
16. If special custodial services are required, this will be an additional charge that will need to be agreed on between the group and the custodian.
17. A \$50 cleaning/damage deposit is required at the time of application and will be refunded after the event if there are no excess cleaning need and or damages. Your group is responsible for paying for all costs. Damages and losses that exceed the \$50 deposit caused by your group.

Building use policy read and agreed to by _____ **Date:** _____

If children, youth and or vulnerable adults will be a part of your group function, please request a copy of our safe church policies and initial here that you have received them and are willing to abide by them. _____ Date: _____