

**COVENANT UNITED METHODIST CHURCH
SINGLE USE OF BUILDING REQUEST FORM**

Name of Group/Organization: _____

Address: _____

Phone: _____

Date(s) Requested: _____ Time: From _____ To _____

Room(s) Requested: _____ Expected Attendance: _____

Those attending will be: Adults only? Y N Youth? (13-19) Y N Children? (12 & U) Y N

Please state the general purpose of your meeting/event and a brief description of what you will be doing: _____

Equipment Requested: # Chairs: _____ # Tables: _____ Rounds (8 people) _____

Rectangle (10 people) _____

Use of Kitchen: Refrigerator: Y N Dishware: Y N Stove/Oven: Y N

I/we understand and agree to the rules and policies set forth by Covenant United Methodist Church as established, including if applicable, the Child Safety Policy, Kitchen Policy and Damage Rider. I/we agree to pay \$100 deposit for the use of the facility. The deposit will be returned upon successful checkout by a CUMC representative. I/we accept responsibility for an additional custodial fee (minimum of \$50) if the facilities used are not left in accordance with the rules and policies as set forth. It is my/our responsibility to arrange for any outstanding fee payment at least one week prior to the date of use. **I/we hereby release Covenant United Methodist Church from any and all liability, past, present and future, arising from use of the church facilities. I/we have read and understand the policies as stated in the Facility Use Policy.**

Signature: _____ Phone: _____

Printed Name: _____

Position: _____

Complete Address: _____

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The Above Application is hereby APPROVED under the conditions as described.

Trustee Chair or Church Facility Use Representative Date

Total Fees Charged: \$ _____	Total Fees Paid: \$ _____
Room deposit _____	Date: _____ Amount Paid: \$ _____
Room fee(s) _____	Date: _____ Amount Paid: \$ _____
Kitchen deposit _____	Date: _____ Amount Paid: \$ _____
Kitchen fee _____	Date: _____ Amount Paid: \$ _____
Nursery fee _____	Date: _____ Amount Paid: \$ _____
Custodial fee _____	Date: _____ Amount Paid: \$ _____
Event monitor/hostess _____	Date: _____ Amount Paid: \$ _____

COVENANT UNITED METHODIST CHURCH
20301 Pleasant Ridge Drive
Montgomery Village, MD 20886
(301) 926-8920 – Phone
(301) 926-7782 Fax

BUILDING USE POLICIES, RULES AND REGULATIONS

1. Utilization of Church facilities will be consistent with Policies and Procedures of the Baltimore-Washington Conference of the United Methodist Church.
2. A contract must be obtained and returned with appropriate deposit prior to use in order to reserve the date.
3. All fees must be paid at least one month prior to the date of the event. Any cancellation made 2 weeks prior to the event will be non-refundable.
4. The individual signing the contract assumes responsibility for enforcement of rules.
5. The use of alcohol and tobacco on any Church premises is strictly prohibited.
6. Covenant United Methodist Church groups wishing to utilize the building will be permitted first opportunity for use of the building. The rescheduling of, or any additions to Church group events will be subject to prior arrangements on the Church's calendar.
7. The Covenant United Methodist Church Official calendar will be the instrument to resolve scheduling disputes.
8. All users must sign and execute a contract through the Church office.
9. Use of any rooms or facilities not listed on the contract may void said contract and may result in loss of use and/or deposit.
10. All damages must be reported. This includes damages to building or contents.
11. No supplies will be provided by the Church. For example: paper, photocopier, computers, etc.
12. The use of Preschool, Terrific Twos, Sunday School or Choir supplies is prohibited.
13. The following clean up procedures will apply:
 - a. Trashcans emptied if 2/3rd or more full, trash deposited in dumpster out back
 - b. Tables and chairs returned as found
 - c. All used areas, including restrooms, are to be left neat and orderly.

14. Use of Fellowship Hall includes use of tables and chairs; however, they must be returned as found. Rental fee does not include set-up or take-down of tables or chairs.
15. Only candles provided by/or approved by the Church may be used. All others are prohibited.
16. Children under the age of 18 must be under direct adult supervision at all times.
17. Parking is restricted to parking lots. The fire lanes must remain open at all times. If a large event is being sponsored, overflow parking must be considered. Parking on the grass or in violation of posted signs is strictly prohibited.
18. The use of the kitchen is governed by Montgomery County Health Department rules. A separate kitchen deposit will be required.
19. A Montgomery County Health Permit will be required for food served for all group functions where the community is served. It will be the responsibility of the applicant to obtain this permit ahead of time and provide a copy to the church for the health inspection.
20. The use of restrooms is included in all contracts.
21. Snow removal is not a guarantee during winter months. If snow cancels an event, it may be rescheduled subject to availability of the room(s).
22. The only tacking device to be used to secure decorations to the walls should be obtained from the Office Manager.
23. No decorations, etc. shall hang from the drop ceiling support tracks.
24. Only UL approved extension cords will be used.
25. Thermostats must be left at present settings.
26. Inspection of building by Church representatives will occur prior to refund of any deposits.
27. CUMC is not responsible for injuries due to negligence of users or attendees at users' events.
28. Use of the Sanctuary does not include use of the organ, audio/visual equipment or piano without approval from CUMC's Director of Music.
29. Security deposit will be mailed within two (2) weeks upon final inspection of building facilities used.

COVENANT UNITED METHODIST CHURCH

Facility Use Fees

Use shall be granted in the following order of priority:

1. Church Ministries and Programs (including member weddings/funerals)
2. Benevolent non-profit groups sponsored by or related to the Church
3. Non-profit community groups
4. Weddings/funerals of non-members
5. Profit-making groups and functions (includes recital use)

Fee Structure (Church Ministries and Programs)- Members **4 hrs or less/each add'l hr**

Event Monitor (required for all groups above 50 attendance)	no fee – designated adult in charge
Sanctuary (capacity 250)	no fee
Fellowship Hall (capacity 100)	\$50
Adult Meeting Room 5 & 6 (capacity 20-25)	no charge
Nursery	Special Permission Required
Library	no charge
Custodial Fee	\$XX
Kitchen	\$100.00 deposit
Kitchen supervisor	\$ 25/hour 2 hr minimum

Weddings/Funerals - Members

Sanctuary only (includes rehearsal)	\$0
Sanctuary & Fellowship Hall (rehearsal/wedding/reception)	\$250
Clergy Fee	\$0
Organist Fee	\$250
Event Monitor	\$150
Custodial fees- - determined on a case by case basis for the event	\$ XX wedding only \$ XX wedding and reception
Audio/Visual- only operated by approved CUMC member and fee established on case by case basis	\$XX

Fee Structure (Groups 3 & 5 – Non-members) **4 hrs or less/each add'l hr**

Event Monitor (required for groups 50 or more)	\$100/\$25
Sanctuary	\$300/\$75
Fellowship Hall	\$100/\$25
Adult Meeting Room 5 & 6	\$40/\$10
Library	\$25/\$10

Kitchen	\$100 deposit \$50/hr 2 hr minimum \$25 min fee for Refrig/microwave
Kitchen supervisor	\$50/hr – 2 hr minimum

Weddings (non-members)

Sanctuary only (includes rehearsal)	\$400
Sanctuary & Fellowship Hall (rehearsal/wedding/reception)	\$600
Hostess/Event monitor (wedding only)	\$250
Hostess/Event monitor (wedding and reception)	\$400
Clergy Fee	\$350
Organist Fee	\$250
Custodial fees- determined on a case by case basis for the event	\$XX wedding only \$XX wedding & reception
Audio/Visual- only operated by approved CUMC member and fee established on case by case basis	\$XX

Funerals (non-members)

Sanctuary only	\$200
Sanctuary & Fellowship Hall	\$300
Clergy Fee	\$350
Organist Fee	\$250
Custodial fees	\$XX funeral only \$XX funeral/fellowship hall
Audio/Visual- only operated by approved CUMC member and fee established on case by case basis	\$XX
Kitchen	\$100 deposit \$50/hr 2 hr minimum \$25 min fee for Refrig/microwave
Kitchen supervisor	\$50/hr – 2 hr minimum

NOTE: It is at the sole discretion of the Covenant United Methodist Church to determine whether to charge the additional custodial fee subject to inspection by the CUMC Officer Manager.

DRAFT Revised 6/01/07

COVENANT UNITED METHODIST CHURCH

Building Use Guidelines

Building Use Committee

The members of the Building Use Committee are the Chairs of the Board of Trustees and the Church Council, and the Pastor who acts as Committee Chair. The Music Director is a member of this Committee when the proposed use includes the use of any of the pianos and/or organ. The Committee will respond to requests from first-time users for use of the CUMC facility, including the church building and grounds, according to these building use guidelines and the *Book of Discipline* of the United Methodist Church.

General Principles

1. The Committee will not approve any use of the facility that interferes with CUMC-sponsored activities.
2. The facilities must not be used by any group that discriminates on the basis of race, sex, national origin, disability or religion.
3. Smoking is not permitted in the building or on the grounds.
4. Alcoholic beverages are not permitted in the building or on the grounds.
5. Users are expected to leave the facility in the same condition as it was found, and will be charged for cleaning or damage repair, if appropriate.
6. Facility users must observe all applicable federal, state, and local laws while using the facility.

One-time use by non-members or organizations not affiliated with CUMC

1. Types of activities permitted
 - ◆ Weddings, receptions, and funerals
 - ◆ Significant family celebrations
 - ◆ Musical concerts or recitals
 - ◆ Workshops and conferences consistent with Christian ethics
2. Priority for scheduling
 - ◆ Date of request
 - ◆ Participation by CUMC members

Lighting

All lighting should be turned on and off as needed. Please remember to turn off all lights when you leave a room or closet. The last person to leave in the evening should ensure that all classroom, bathroom, sanctuary, fellowship hall and hallway lights (except emergency lighting) are off.

Security

Exterior Doors

All doors should be double checked to make sure they are secure and locked. It is important to check that the fire door in the fellowship hall (leading to the back) has been latched. Not all keys work all locks.

Interior Doors

The doors to the kitchen should be locked at the end of an event and at the end of the day. Doors to classrooms, the boiler room, the library and closets should be locked at all times when not in use.