

FACILITIES USE AGREEMENT

ANAHEIM UNITED METHODIST CHURCH

- 1) This agreement grants a personal license only, and does not create a tenancy. It may not be assigned or used by any other organization or person, it may be revoked or canceled by the Church without any liability at any time for any reason. If canceled by the Requestor, less than 24 hours prior to the approved use, a cancellation charge of will be paid to the Church.
- 2) Requestor agrees not to violate any applicable laws, regulations or ordinances, and will pay any and all fines, penalties, taxes, and increased insurance premiums, if any, in any way arising out of said use. Requestor acknowledges that it is aware of the maximum lawful room capacities and will abide thereby. Requestor will not interfere with any other uses or activities of the Church. Requestor represents that it is licensed and legally authorized to conduct the event(s) contemplated hereunder.
- 3) Keys for the room(s) assigned are to be obtained from the church office. Hours are 9:00 a.m. to 3:30 p.m., Monday through Friday. Arrangements for keys must be made in advance of the day of use. A Key Request Form is to be completed and a **\$50.00** refundable deposit for each key issued is to be obtained. Keys obtained from the church office may be returned after the meeting by dropping in the mail slot in the front door, if after hours. A **\$50.00** fee will be charged for each lost key to cover the cost of changing the lock and issuing new keys.
- 4) Groups having long-term use may request the needed key(s) with the prior approval of the Facilities Use Committee. Such request is to be made on a "Key Request" form. When the request is approved, a fifty dollar (**\$50.00**) refundable deposit shall be made for each key. The necessary keys will be assigned to the leader of the group. When the keys are returned the key deposit will be returned. Keys issued are not to be duplicated.
- 5) Regularly scheduled groups may with advance approval of the Facilities Use Committee store an approved amount of supplies on the premises between meetings if space is available. Anaheim United Methodist Church is not responsible for any item stored or left within the facility. **STORAGE OF CHEMICALS OR FLAMMABLE MATERIALS IS PROHIBITED!**
- 6) Each group will be responsible for their own room set-up and clean-up unless you have submitted a set-up for our custodian. No furniture or other items are to be moved to other rooms. Please do not drag tables, chairs, or other furnishing across the carpet or tile floors. Please adhere to the following instructions for the care of the room which your group

shares with others:

Remove all decorations after use.

- Nothing is to be attached or applied to wall or ceiling surfaces, including doors. Bulletin boards, easels, chalkboards are provided for your use. Do not use masking tape or cellophane tape.
- It is the responsibility of the group serving food to remove it after use. Please clean off counter tops and clean up spills. For emergencies, a sponge mop, broom, and dust pan are located in the custodial closet in the north hallway.
- Trash must be put in the dumpster located in the parking lot after each meeting. If full, set the trash bag along side of the dumpster.
- The rooms, facilities and equipment will be left in the same condition as found. The user will be responsible for all damage, repairs, or replacements.
- When leaving **BE SURE THE WINDOWS ARE CLOSED AND LOCKED, THE LIGHTS OFF, AND ALL DOOR(S) LOCKED.** (If these conditions are not met, a penalty fee of **\$100.00** will be charged.
- Keys may be dropped through the mail slot in the front office door if you finish after regular office hours.

7) Chairs and sickroom equipment may be borrowed from the premises after completing the "Equipment Request" for and receiving approval for same. The form is available from the church office and will be filed with the office. Return of items will be scheduled at the time of the request and so noted on the form. The borrower assumes responsibility for lost and damaged equipment. Replacement of the damaged equipment must be of comparable value as approved by the Facilities Use Committee.

8) There will be **NO SMOKING OR USE OF ALCOHOLIC BEVERAGES** at any time within the church facilities. No church property will be used for political purposes. No device which produces flame, sparks, smoke or explosives may be used in or about the church, with the exception of candles in the Sanctuary.

9) Any alteration or relocation of the sound equipment, or change in lighting must have advance approval of the Board of Trustees. After use, the equipment will be restored to its prior state unless prior arrangements have been made with the Trustees.

10) User agrees to conduct its activities and to supervise and control its participants in all ways consistent with the primary use of church facilities and to prevent any use or conduct which would interfere in any respect with the religious status and use of the church and its property. All children and youth groups meeting at the church shall have

a minimum of two adults supervising at all times. Plans for supervision of youth and children will be discussed with a church liaison at the time of contract signing or renewal.

11) User agrees to defend, indemnify, and hold harmless Anaheim United Methodist Church, its officers, members, clergy, staff, agents, and volunteers from all claims, losses, costs, obligations, and liabilities for injuries to any persons or for damages to or loss of property of any kind in any way arising out of the users use hereunder, whether or not arising from negligence, fault, or legal liability of the church or its officers, members, clergy, staff, agents, or volunteers.

12) Disregard of these provisions shall be regarded as sufficient cause to withdraw the privilege of using the church facilities and/or equipment. Prior to taking this action the group leader will be consulted.

13) Groups may be asked to make a donation sufficient to cover the costs of custodial care, utilities and insurance, unless waived by the Facilities Use Committee.

14) The church reserves the right to require any outside group to have liability insurance in the amount of \$500,000. In each instance the church shall be named as additional insured on the group's liability policy and be provided with a copy of its Certificate of Liability Insurance.

I have read this document in its entirety, understand the terms and conditions spelled out herein, and I agree to be personally responsible for following its provisions.

SIGNED: _____ **DATE:** _____

PRINT NAME: _____

TITLE: _____

NAME OF GROUP: _____