

Date of Application _____

REHOBOTH UNITED METHODIST CHURCH

APPLICATION FOR USE OF CHURCH FACILITIES

Date requested for Event _____ S M T W TH F S

Name of Person in Charge _____

Name of Group _____

Phone _____

Cell Phone _____

E-Mail _____

Expected Use _____

Purpose of Use _____

Hours of Event: From _____ to _____ Hours Reserved: From _____ to _____

FEES

RUMC does not schedule private parties for Non-Members (e.g.: Birthday, Baby, Bridal, etc.)

Fees:	Members	Non-Members
1. Athletic Field – 2 hour minimum	() \$50	() \$50
2. Camping/Overnight Areas/Restrooms	() \$150	() \$300
3. Classroom	() \$25/hour	() \$40/hour
4. Kitchen – 3 hour minimum	() \$175	() \$225
(A Kitchen Coordinator MUST be present in the kitchen and their fee is set by the Kitchen Coordinator prior to scheduling the event)		
5. Multi-purpose Room – 3 hour minimum*	() \$300	() \$500
6. Pavilion – 3 hour minimum	() \$100	() \$300
7. Professional Coaching – Sports	() \$100/hr (1 hr. min.)	() \$100/hr (1 hr. minimum)
8. Funeral – Non-Member:		
• Sanctuary - \$300 (No We Care Reception is provided)		
• CD of up to 50 pictures - \$125 CD of 51 to 100 pictures - \$200		

*Chairs w/tables available upon request. **An extra fee of \$60 is required for set up/take down.**

**If you require special set up tailored to your event outside of the fees mentioned above, the Trustees must approve prior to the event.

*** **A security/damage deposit is due at the time the event is scheduled to secure event on the calendar.**

Members - \$50

Non-Member - \$75

CLASSROOM SET-UPS ARE TO BE DONE BY RENTER

INDENMIFICATION POLICY

The rental fee must be paid upon approval of this application. If not received seven days prior to Event, the event will be cancelled.

I/We have read, understand and agree to fully follow the rules governing the use of the Church facility. I/We are paying all applicable fees with the filing of this application.

I/We understand the Church is allowing the use of its present assets and, therefore, cannot guarantee the condition of the facilities nor the equipment associated with it.

I/We take full responsibility and liability for any claims, losses or damages that take place while I/we are using the facility, whatever the cause, and will in no way hold the Church responsible. Please report any damage to the church office promptly.

I/We, the User, also agree to indemnify and hold harmless the Church (Church is meant to include the church, its pastors, leadership, members, or people) from any and all claims, losses damages or other liabilities which may be asserted against the Church by the User or any of its members, guests or invitees who enter upon Church property, including but not limited to the facility and the parking lot in connection with the use contemplated by this application. The indemnification includes any costs, expenses, and counsel fees which may be incurred by the Church incident to such claims or demands.

RULES & POLICIES

1. **No alcohol is allowed inside or outside of the building or any Church grounds during or after the event.**
2. **Rehoboth United Methodist Church is a non-smoking Facility.**
3. Rehoboth UMC does not schedule private parties for Non-Members (e.g.: Birthday, Baby, Bridal, etc.)
4. To request a reservation, complete the Facility Reservation Form at least fifteen-days prior to the event. No reservations will be taken without out a fully completed application.
5. **The building, rooms and facilities are to be returned to their original (pre-rental) state after use. Failure to return the facility to its original state will result in cancellation all future events and subject to additional fees for repairs or cleanings.**
6. Users will not occupy facility earlier than as stated on the Facility Reservation Form. Event invitees will vacate at or before the end of the requested period as stated in the Reservation Form.
7. All individuals attending functions are to confine their activities to the specific area reserved. This includes all children who are not to be left unattended.
8. User accepts complete responsibility for any damage to the facility and/or the surrounding areas resulting from the event
9. Loitering about the grounds is not permitted, either during hours of use or after normal closing hours.
10. Use of facility will be used for purpose stated on Reservation Form or event: will be terminated immediately.
11. Rehoboth United Methodist Church assumes no liability for vehicles on its premises.
12. **The rental fee must be paid upon approval of this application. If not received seven days prior to the event, the event will be cancelled.**
13. Notify the church office about any cancellations.
14. **Rehoboth United Methodist Church reserves the right to change and/or cancel any reservation if necessary.**
15. Parking is limited to paved and gravel areas only. Renter is responsible for all vehicles/trailers associated with their event.

16. Renter is responsible for the **Emptying of all trash receptors** when renting the camping area.

INCLEMENT WEATHER POLICY:

For weekday activities the church follows the Washington County Public School weekday closing procedures. If schools are closed all day due to inclement weather all church programs and activities will be cancelled. If possible, the church office will be open. If there is a school opening delay all church programs and activities will resume after the school opening time. If schools close early or cancel, weekday evening activities, all church evening programs and activities will be cancelled. For weekend activities please check the RUMC web site, Face Book page or call the office for the latest information.

Renter must abide by the RUMC weather policy in the event of inclement weather. Cancellations outside of this policy are at the discretion of the renter and fees paid may be reimbursed. RUMC cannot guarantee future dates and therefore the re-schedule dates are based upon availability.

In signing below, I certify that I have the authority to sign for the User and that I commit the User to all sections of this document.

Signature/Title/Date

Street Address

City/State/Zip Code