

FRANKENMUTH UNITED METHODIST CHURCH
BUILDING USE REQUEST AND AGREEMENT
HOLD HARMLESS AGREEMENT

Frankenmuth United Methodist Church has several rooms which are available to groups and individuals within the congregation, for church related activities. Members may also request the use of church rooms for graduations, anniversaries, birthday parties and similar activities. Rooms will not be available for political meetings or for commercial events.

1. Signature: This application will be signed by the church member responsible for the event and this person will accept responsibility for compliance of this policy.
2. Post-Event Responsibilities: If the building is found not to be in a clean condition after the event, FUMC reserves the right to charge the church member who signed this form custodial service costs at the rate of \$25 per hour, with a two-hour minimum. Your responsibilities include:
 - a. Floors: Carpet must be vacuumed, and floors swept and mopped, if needed.
 - b. Cleanliness: Garbage containers must be emptied, and all trash put in the outside dumpster behind the fenced area.
 - c. Food items: All food and beverages must be immediately removed following the event. Nothing is to be left in FUMC's refrigerators, freezers, etc.
 - d. Furnishings: The user is responsible for setting up and taking down all tables and chairs unless otherwise specified. Please return the room to its pre-event setup.
 - e. Dishes, pots and pans, silverware, etc.: If any of these items are used, they must be washed, sanitized, and returned to their original storage place.
 - f. Restrooms: Make sure all restrooms are left in good condition.
 - g. Doors/Lighting: Make sure all doors are locked and lights are turned off when the last person leaves.
3. Use of the kitchen or kitchen equipment will be in accordance with the Kitchen Use Policy. A copy of the Kitchen Use Policy may be obtained on our web site or from the office. A Kitchen Committee member must be contacted before using the kitchen for instruction on proper use of equipment.
4. Decorations: Any decorations must be limited to table decorations and may not be attached to walls, poles, ceiling tiles, doors, windows, etc. Open fires are not permitted.
5. Roller blading, roller skating, skateboarding or hoverboarding is not allowed inside the church.
6. Children: All minor children are required to be always under the supervision of adults.
7. Other Rooms in Building: Only requested and approved rooms may be used.
8. Church events: Church ministry events (funerals, weddings, worship services, grow group meetings, etc.) take priority over all requests for the use of the building. FUMC reserves the right to substitute another room if the requested room is needed for another church ministry function. Should an unavoidable conflict occur, at least 24 hours notice will be given.
9. Damages: The church member who signed this form agrees to leave the building in the same condition as found or pay for all damages and for custodial services to return the areas used to the same condition.
10. Fee Structure: Donations for building use are always welcome.

Group/Individual Name: _____ Date form submitted: _____

This form must be submitted to the Church Office at least 14 days prior to the requested use date. Please email the form to fmuthumc@fmuthumc.org or mail it to: Frankenmuth United Methodist Church, 346 E. Vates, Frankenmuth, MI 48734.

I request permission to use the following areas located within the church:

on the following date _____ between the hours of _____ and _____
for the purpose of: _____
The total number of people expected to attend: _____.

HOLD HARMLESS AGREEMENT

I HAVE CONTRACTED WITH THE FRANKENMUTH UNITED METHODIST CHURCH FOR USE OF THE BUILDING, AND FRANKENMUTH UNITED METHODIST CHURCH DESIRES TO BE PROTECTED FROM LIABILITY, COSTS AND CLAIMS ASSOCIATED WITH USE OF ITS BUILDING,

IN CONSIDERATION OF THE USE OF THE CHURCH BUILDING, THE UNDERSIGNED DOES HEREBY AGREE TO SAVE AND HOLD HARMLESS FRANKENMUTH UNITED METHODIST CHURCH, AND ITS EMPLOYEES AND AGENTS, FROM ANY AND ALL COSTS, ACTIONS, LAWSUITS, ATTORNEY FEES, OR ANY OTHER EXPENSES OF KIND OR NATURE ARISING FROM ITS PERFORMANCE AND ASSOCIATED USAGE OTHER THAN ITS ACTIONS OF GROSS NEGLIGENCE.

I HAVE READ AND UNDERSTAND THE BUILDING USE POLICY ON THE REVERSE SIDE OF THIS FORM AND ACCEPT RESPONSIBILITY FOR MEETING ALL POLICY REQUIREMENTS, INCLUDING THE OBLIGATIONS FOR USE AND CARE OF THE CHURCH BUILDING AND THOSE ATTENDING. I WILL PROMPTLY PAY ALL FEES INCURRED UNDER THIS AGREEMENT.

I UNDERSTAND FRANKENMUTH UNITED METHODIST CHURCH WILL NOT BE HELD RESPONSIBLE FOR ANY ARTICLES LOST, STOLEN OR ANY PERSONAL INJURY. THE CHURCH IS A NON-SMOKING AND NON-ALCOHOL BUILDING.

I am a member of the Frankenmuth United Methodist Church. YES _____ NO _____

Signature of person responsible

_____ Phone: _____

Print Name:

Address:

Email Address:

This request has been approved by: _____

Dated: _____