

## Agreement For Use of Facilities At Chambers Hill United Methodist Church

This agreement entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2008 by and between the Chambers Hill United Methodist Church, a non-profit corporation, thereafter referred to as "Owner" and \_\_\_\_\_ thereafter referred to as "User."

**Witnessed that:** Owner agrees to make available portions of its facilities situated at 6300 Chambers Hill Road, Harrisburg, PA to User under and subject to the following terms and conditions:

1. **FACILITIES REQUEST:**

Sanctuary \_\_\_\_\_ Social Hall/Gymnasium \_\_\_\_\_ Kitchen \_\_\_\_\_  
Meeting Room(s) \_\_\_\_\_

2. **DATES:** Set up date \_\_\_\_\_ Start Time \_\_\_\_\_ Depart Time \_\_\_\_\_  
Event date \_\_\_\_\_ Start Time \_\_\_\_\_ Depart Time \_\_\_\_\_

3. **Number of Persons Participating** \_\_\_\_\_

4. **Purpose** \_\_\_\_\_

5. For the use of the facilities during the times set forth, and limited to the areas approved for use, User agrees to pay to the Owner the total sum of \$ \_\_\_\_\_

\$ \_\_\_\_\_ upon the signing of this agreement which amount shall be forfeited to Owner in the event User cancels this agreement less than two (2) months prior to the date of the event and the balance of \$ \_\_\_\_\_ four (4) weeks prior to the event.

In addition, User shall pay to the Owner a Security Deposit in the amount of \$250.00 with submittal of the application which sum shall be returned to User within two (2) weeks after the event less any damages to the premises or clean-up costs.

6. **Non-Exclusive Use:** User acknowledges that, in the event that all of the above portions of the facilities are not being used by it, Owner has the right to make said facilities available to other parties and User will not interfere with the use of said facilities by said parties including ingress and egress, parking, and noise.

7. **Type of Use:** User will use the premises for the stated purpose and no other.

8. **Hold Harmless:** User holds Owner harmless from any claims resulting from cancellation of the availability of the premises by Owner as a result of any damage to the leased premises or malfunction of its equipment prior to or during the event.

9. User agrees to remove all items brought to the premises and to leave the premises in the same condition they were at the commencement of the set-up period.

10. User agrees to indemnify and save Owner harmless from any claims for damage to persons or property during the set-up time and event time resulting from its use and the premises. **A valid Certificate of Insurance for accident and liability is required as deemed necessary.**

11. All reference herein to User shall apply to all persons or entities signing this agreement regardless of the gender or number in said reference and all pronouns herein shall refer to User regardless of gender or number.

- 12. This agreement shall be binding upon all parties hereto, their successors and assigns and shall not be nullified except in writing, signed by the parties hereto.
- 13. No alcoholic beverages permitted on Church property.
- 14. Language will be appropriate to the facility.
- 15. Chambers Hill United Methodist Church is a smoke-free facility.
- 16. User should immediately report, and may be responsible for any missing or damaged equipment.

**In witness whereof, the parties have hereunto set their hands and seals the day and year first above written:**

\_\_\_\_\_ **By Chambers Hill United Methodist Church**  
Church Representative "Owner"

**Witness:**

\_\_\_\_\_ "Owner"

\_\_\_\_\_ "Owner"

For Social Hall events: Do not fold up the tables after your event! Please move them to the sides of the Social Hall. Do not drag the tables across the floor. Fold the chairs and place along the sides of the Social Hall.

## CHAMBERS HILL UNITED METHODIST CHURCH BUILDING USE POLICY

1. **PURPOSE OF THIS DOCUMENT:**

- This document shall set the policy which the Chambers Hill United Methodist Church Trustees shall use as a guideline for the use of the building.
- Changes or exceptions to the policy must be approved by the Board of Trustees.

2. **USE OF THE FACILITIES ARE DIVIDED INTO THREE TYPES:**

- Internal CHUMC Groups such as Youth groups, Choirs, CHUMC sponsored Scout troops, CHUMC sponsored sport teams and United Methodist District and Conference special events.
- CHUMC Members and Active Constituents for personal use (birthday parties, anniversary parties, showers, family reunions).
- Un-sponsored Group or Individual.

3. **FACILITIES AVAILABLE:**

- Sanctuary: for weddings, funerals, special events, seats approximately 250.
- Fellowship Hall: A banquet/meeting facility seats approximately 200.
- Fellowship Hall: Can also be used as a gymnasium for organized sports games and/or practices. **ONLY SCUFF-FREE SOLED SHOES ARE PERMITTED FOR ATHLETIC EVENTS.**
- Kitchen: fully equipped kitchen does not include use of cleaning or paper supplies.
- Meeting rooms are available in several sizes.

4. **REQUEST FOR USE OF FACILITIES:** Any type of request from an individual or group requires they contact the Church Secretary to schedule the use of the facility. She will determine whether an application form must be filled out and which fees, if any, apply. Applications will be reviewed by the Trustees. If the nature of the request is “routine” the Chairman of the Board of Trustees may approve the request and report that approval to the Board. **No group should take for granted that any of the church facilities are available for use without pre-scheduling.**

5. **FEE SCHEDULE FOR BUILDING USE:** For any building use by an un-sponsored group or individual, a \$250.00 deposit is required with application submission. If application is approved and the event is scheduled, the deposit is non-refundable unless a 45 day notice of cancellation is given.

	<b>Internal CHUMC Groups, Conference/ District Events</b>	<b>CHUMC Members &amp; Active Constituents for Personal use</b>	<b>Un-sponsored Group or Individual</b>
Sanctuary	<b>See Note A</b>	\$100.00 <b>See Note B</b>	\$200.00 <b>See Note B</b>
Fellowship Hall Banquet	<b>See Note A</b>	\$50.00/2 hours \$25.00/hour each additional hour <b>See Note B</b>	\$400.00 maximum of 8 hours <b>See Note B</b>
Fellowship Hall Gymnasium	<b>See Note A</b>	\$50.00/2 hours \$25.00/hour each additional hour <b>See Note B</b>	Discretion of Trustees Proof of liability insurance is required. Limited to organized leagues/associations
Kitchen	<b>See Note A</b>	\$25.00 <b>See Note C</b>	\$50.00 <b>See Note C</b>
Meeting Rooms (including Sunday School rooms)	<b>See Note A</b>	\$10.00 per hour <b>See Note C</b>	\$25.00 <b>See Note C</b>

**Note A:** For ministerial events that use the whole church after 5:00 p.m. Friday to 9:00 a.m. Saturday (such as the peach festival, yard sale, ladies banquet, etc.) the church will pay the custodian for any extra cleaning hours needed.

**Note B:** For events scheduled after 5:00 p.m. Friday through 9:00 p.m. Saturday, an additional \$50.00 custodial fee is required.

**Note C:** For events scheduled after 5:00 p.m. Friday through 9:00 p.m. Saturday, an additional \$25.00 custodial fee is required.

**The only exception to this fee schedule is use for members' or active constituents' family funerals. No charge for use of building and the church will pay custodian for any extra cleaning hours worked.**

6. **CLEANING UP AFTER USE:**

- The custodian's fee covers only "touch up" work such as taking garbage bags to the dumpster, light tidying of rooms, etc. It does not include such things as excessive trash, broken or damaged items or rooms being left in a condition other than the way they were found. If the minimum clean up is not satisfactory, security deposit will be retained. We have provided this guideline for cleanup by the persons using the facility:

**CLEAN-UP CHECKLIST FOR:**

**KITCHEN**

Clean and store all dishes, glasses, cups, and trays you used.

Clean all sinks, drains, and counters

Clean appliances you used: gas stove and oven, microwave oven, sanitizer, and sinks

Remove all leftover food and ice from refrigerator and freezer

Bag all garbage and trash and place in dumpster

Bring your own paper products; do not use the church supply! **(Does not apply to internal church groups/functions.)**

Wet mop any spills

Wash and return dishcloths promptly or bring your own

Turn off all lights and fans

Report any problems

**BATHROOMS:**

Check all bathrooms used, clean up as needed

**FELLOWSHIP HALL AND CLASSROOMS:**

Return tables and chairs to original locations

Return equipment to proper area

Wet mop spills in Fellowship hall and non-carpeted classrooms

Wipe down tables when crafts or snacks have been used

Sweep floor and/or pick up scraps

Turn off lights

Report any problems