

Warriors Mark
United Methodist Church

1840 CENTRE LINE RD. // P.O. BOX 134

WARRIORS MARK, PA 16877

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GUIDELINES
FOR
FACILITY USE

GENERAL

Warriors Mark United Methodist Church

FACILITY USE FEES

AFFILIATES: MEMBERS AND REGULAR ATTENDEES OF THE WARRIORS MARK UNITED METHODIST

DESCRIPTION	NON-AFFILIATES	AFFILIATES
MULTI-PURPOSE ROOM (DIMENSIONS: 46 x 73)	\$30 (2 HR. MINIMUM) \$10/ EA. ADDITIONAL HR	\$30 (2 HR. MINIMUM) \$10/ EA. ADDITIONAL HR
KITCHEN	\$40/FLAT FEE (W/ COOKING) \$20/FLAT FEE (W/O COOKING)	\$20/FLAT FEE (W/ COOKING) \$10/FLAT FEE (W/O COOKING)
KITCHEN SUPERVISOR NON-AFFILIATE — REQUIRED ONLY WHEN COOKING	DONATION	DONATION
=====		
TABLE/CHAIR SET UP TABLE/CHAIR SET UP CAN BE DONE BY RENTER AT NO CHARGE.	\$50/RENTAL	\$25/RENTAL
JANITOR FEE <u>⚠ REQUIRED FOR ALL RENTALS</u> — INCLUDES: GENERAL PRE/POST CLEANING, OPEN/CLOSE BUILDING, TURN ON/OFF HEAT/AC, TRASH REMOVAL, VACUUM, MOP, ETC.)	\$20/RENTAL	\$20/RENTAL
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ROOM 1 (LIBRARY)	\$15 (2 HR. MINIMUM) \$10/ EA. ADDITIONAL HR	\$15 (2 HR. MINIMUM) \$10/ EA. ADDITIONAL HR
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WEDDING — SANCTUARY & TWO DRESSING ROOMS	\$150/FLAT FEE	\$75/FLAT FEE
WEDDING PACKAGE (SANCTUARY, TWO DRESSING ROOMS, MULTI-PURPOSE ROOM, KITCHEN W/NO COOKING, JANITOR FEE & SOUND FEE)	\$425/FLAT FEE	\$215/FLAT FEE
JANITOR'S FEE (PAID DIRECTLY TO JANITOR) (WEDDINGS — INCLUDES: GENERAL PRE/POST CLEANING, OPEN/CLOSE BUILDING, SET UP OF CHANCEL AREA, TURN ON/OFF HEAT/AC)	\$100/FLAT FEE	\$100/FLAT FEE
SOUND FEE (PAID DIRECTLY TO SOUND PERSON) (WEDDINGS)	\$50/FLAT FEE	\$50/FLAT FEE
ORGANIST/PIANIST FEE (WEDDINGS) - PAID DIRECTLY TO ORGANIST/PIANIST	\$100/FLAT FEE	\$100/FLAT FEE

PAYMENT IN FULL REQUIRED AT THE TIME OF RESERVATION.

CHECKS MAY BE MAILED TO:

**WARRIORS MARK UNITED METHODIST CHURCH
P.O. Box 134, WARRIORS MARK, PA 16877**

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FACILITY USE FEES

AFFILIATES: MEMBERS AND REGULAR ATTENDEES OF THE WARRIORS MARK UNITED METHODIST CHURCH

<u>DESCRIPTION</u>	<u>NON-AFFILIATES</u>	<u>AFFILIATES</u>
WEDDING BULLETIN FEE <i>(PAID DIRECTLY TO SECRETARY)</i> (BRIDE PROVIDES BULLETIN COVERS)	\$50/FLAT FEE	\$50/FLAT FEE
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FUNERAL BULLETIN FEE	\$50/FLAT FEE	N/A
MULTI-PURPOSE ROOM OVERNIGHT (VISITING YOUTH GROUPS)	\$8/PERSON/24 HRS.	N/A
SHOWERS (VISITING YOUTH GROUPS)	\$40/FLAT FEE	N/A

PAYMENT IN FULL REQUIRED AT THE TIME OF RESERVATION.

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GUIDELINES FOR FACILITY USE

THE PRIMARY PURPOSE OF THE FACILITIES OF THE WARRIORS MARK UNITED METHODIST CHURCH IS FOR THE FUNCTIONS AND ACTIVITIES OF THE CONGREGATION AND ITS MINISTRIES.

ANY USE OF THE FACILITIES IS EXPECTED TO BE IN ACCORDANCE WITH THE PRINCIPLES AND STANDARDS OF THE CONGREGATION, THE UNITED METHODIST CHURCH AND THE DISCIPLINE OF THE UNITED METHODIST CHURCH.

DEFINITIONS AND RULES OF FACILITY USE:

- 1) AFFILIATES: MEMBERS AND REGULAR ATTENDEES OF THE WARRIORS MARK UNITED METHODIST CHURCH.
- 2) USAGE FEES MUST BE PAID IN ADVANCE. FOR BOTH AFFILIATES AND NON-AFFILIATES, **PAYMENT IN FULL IS REQUIRED AT THE TIME OF RESERVATION.** ADDITIONAL CHARGES MAY INCLUDE SUCH THINGS AS REPAIR COSTS FOR DAMAGES TO THE FACILITY, FURNISHINGS AND/OR EQUIPMENT.
- 3) FOR BOTH AFFILIATES & NON-AFFILIATES, A SIGNED FACILITY USAGE AGREEMENT, USER AGREEMENT AND LICENSE AGREEMENT MUST BE RETURNED 30 DAYS PRIOR TO THE EVENT.
- 4) THE CONSUMPTION OF ALCOHOL IS NOT PERMITTED ON THE CHURCH PREMISES. THE USE OF TOBACCO PRODUCTS IS PROHIBITED TO 35 FEET OF ANY ENTRANCE TO OR EXIT OF THE FACILITY.
- 5) THE CHURCH MAY RESERVE THE RIGHT TO DENY THE USE OF EQUIPMENT THAT COULD CAUSE DAMAGE TO THE FACILITIES.
- 6) SANCTUARY USAGE BY NON-AFFILIATES WILL BE LIMITED TO WEDDINGS, FUNERALS, APPROVED RECITALS AND APPROVED WORSHIP-RELATED ACTIVITIES.
- 7) FACILITY REQUEST FORMS FOR ALL WARRIORS MARK UNITED METHODIST CHURCH REQUESTS, WHETHER FOR AFFILIATE OR NON-AFFILIATE USE, MUST BE SIGNED BY THE WMUMC SECRETARY.
- 8) THE SANCTUARY CAN ACCOMMODATE 350 PEOPLE. SANCTUARY FURNITURE WILL NOT BE MOVED FOR ANY FUNCTION (S) WITHOUT EXPRESSED APPROVAL OF THE BOARD OF TRUSTEES OR THEIR REPRESENTATIVE AND ONLY UNDER THE SUPERVISION AND DIRECTION OF THE CHURCH STAFF.
- 9) ALL CANDLES USED ARE TO BE DRIPLES, WITH PROTECTIVE PLASTIC PLACED UNDER THE HOLDERS.
- 10) THE FELLOWSHIP HALL ACCOMMODATES 250 COMFORTABLY FOR MEALS. ONLY THE KITCHEN OFF THE FELLOWSHIP HALL WILL BE AVAILABLE TO RENTAL GROUPS AND WILL NOT BE RENTED UNLESS THE FELLOWSHIP HALL IS ALSO BEING USED IN CONJUNCTION FOR THE EVENT. *(KITCHEN USE GUIDELINES WILL BE PROVIDED UPON INDICATION THAT THE KITCHEN IS NEEDED FOR AN EVENT.)*
- 11) FOR NON-AFFILIATES, A KITCHEN SUPERVISOR IS REQUIRED ONLY WHEN COOKING IS INVOLVED. FOR AFFILIATES A KITCHEN SUPERVISOR WILL BE PROVIDED WHEN COOKING, IF DESIRED. A DONATION IS REQUESTED FOR THIS SUPERVISION.
- 12) FOR BOTH NON-AFFILIATES & AFFILIATES, THERE IS A FEE FOR TABLE AND/OR CHAIR SET UP DONE BY A REPRESENTATIVE OF THE CHURCH. TABLE/CHAIR SET UP MAY BE DONE BY THE RENTER AT NO CHARGE.

(CONTINUED ON BACK)

- 13) FOR BOTH NON-AFFILIATES & AFFILIATES, THERE IS A \$20 JANITOR FEE. WE RESERVE THE RIGHT TO CHARGE AN ADDITIONAL JANITORIAL FEE IN THE EVENT THAT THE FACILITY CONDITION AFTER USAGE REQUIRES UNUSUAL JANITORIAL ATTENTION.
- 14) ALL JANITORIAL, SOUND TECHNICIAN, AND KITCHEN SUPERVISOR SERVICES WILL BE PROVIDED BY WARRIORS MARK UNITED METHODIST CHURCH.
- 15) SCHEDULING OF EVENTS - TO RESERVE ANY AREA FOR AN ACTIVITY, THE ACTIVITY MUST BE SCHEDULED 30 DAYS IN ADVANCE OF ACTIVITY WITH THE CHURCH SECRETARY WHO MAINTAINS THE MASTER SCHEDULE/CALENDAR.
- 16) ALL ACTIVITIES SHALL GENERALLY CONCLUDE NO LATER THAN 10:00 PM UNLESS PREVIOUS ARRANGEMENTS HAVE BEEN MADE.
- 17) THE CURRENT POLICIES AND FEE STRUCTURE FOR FACILITY USAGE MAY CHANGE AT ANY TIME BY ACTION OF THE CHURCH ADMINISTRATIVE COUNCIL.
- 18) FOR NON-AFFILIATE GROUPS OR INDIVIDUALS WISHING TO USE THE WARRIORS MARK UNITED METHODIST CHURCH PROPERTY AND FACILITIES FOR PROFIT-MAKING OR FUND-RAISING PURPOSES, THE CHURCH ADMINISTRATIVE COUNCIL MUST REVIEW & APPROVE ON A CASE BY CASE BASIS.
- 19) FOR OVERNIGHT YOUTH GROUPS, THERE ARE 3 SHOWERS IN THE MEN'S REST ROOM AND 3 SHOWERS IN THE WOMEN'S REST ROOM. UPON REQUEST THE YOUTH CLASSROOMS MAY BE USED BY VISITING YOUTH GROUPS.
- 20) AT NO TIME IS A YOUTH (S) TO BE ALLOWED THE USE OF THE CHURCH FACILITY WITHOUT ADULT (S) SUPERVISION RECOGNIZED BY THE CHURCH. THIS INCLUDES OCCASIONAL RECREATION IN THE MPR REQUESTED BY THE LOCAL YOUTH(S) IN THE COMMUNITY.

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FACILITY USAGE REQUEST FORM

DATE WISHING TO USE FACILITY: _____

ARRIVAL TIME: _____ AM/PM DEPARTURE TIME: _____ AM/PM TOTAL HOURS: _____

★ TOTAL RENTAL HOURS SHOULD INCLUDE: SET-UP, EVENT & CLEAN-UP ★

GROUP NAME/TYPE OF RENTAL _____

NAME OF GROUP REPRESENTATIVE _____

STREET ADDRESS _____

CITY _____ STATE _____ ZIP _____

HOME PHONE _____ CELL PHONE _____ EMAIL _____

NUMBER OF PEOPLE IN GROUP: _____ AGE RANGE: _____

• INDICATE ROOMS YOU WISH TO USE:

- | | |
|---|---|
| <input type="checkbox"/> MULTIPURPOSE ROOM | <input type="checkbox"/> ROOM 1 (LIBRARY) |
| <input type="checkbox"/> KITCHEN (COOKING / NO COOKING) | <input type="checkbox"/> SANCTUARY |
| <input type="checkbox"/> PARLOR | <input type="checkbox"/> SHOWERS |

- JANITOR ***REQUIRED FOR ALL RENTALS** — INCLUDES: GENERAL PRE/POST CLEANING, OPEN/CLOSE BUILDING, TURN ON/OFF HEAT/AC, TRASH REMOVAL, VACUUM, MOP, ETC.) - **\$20 PER RENTAL**

• HIGH CHAIRS NEEDED? YES NO HIGH CHAIRS NEEDED: _____

• TABLE AND/OR CHAIR SET UP NEEDED? YES NO

• NUMBER OF TABLES (EACH TABLE SEATS 8) _____ NUMBER OF CHAIRS: _____

• WHERE & HOW WOULD YOU LIKE THE TABLES/CHAIRS ARRANGED? _____

• CATERER NAME _____ PHONE # _____

• KITCHEN SUPERVISOR NEEDED? (FOR NON-AFFILIATES—REQUIRED ONLY WHEN COOKING) YES NO

RETURN THE USER AGREEMENT FORM. **PAYMENT IN FULL IS REQUIRED AT THE TIME OF RESERVATION.**

I (WE) HAVE READ THE GUIDELINES FOR USING THE FACILITY AND AGREE TO ABIDE BY THOSE GUIDELINES AND WILL INFORM OUR GROUP OF THE GUIDELINES.

SIGNATURE OF GROUP REPRESENTATIVE

DATE

SIGNATURE OF CHURCH SECRETARY

DATE

OFFICE USE ONLY

PAYMENT AMT: _____

CASH/CHECK # _____

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P.O. Box 134 WARRIORS MARK, PA 16877-0134

USER AGREEMENT

PURPOSE: THIS AGREEMENT GIVES PERMISSION TO GROUPS, ORGANIZATIONS AND INDIVIDUALS (“*USER*”) NOT DIRECTLY OVERSEEN BY *WARRIORS MARK UNITED METHODIST CHURCH* TO USE SPECIFIED FACILITIES OWNED BY *WARRIORS MARK UNITED METHODIST CHURCH*. *USERS* OF THE FACILITIES WITH THE PERMISSION OF *WARRIORS MARK UNITED METHODIST CHURCH* DO SO WITH THE FULL KNOWLEDGE THAT LOSSES OR LIABILITIES INCURRED BY THE *USER* ARE NOT COVERED BY THE LOCAL CHURCH.

THIS AGREEMENT IS ENTERED INTO ON THIS _____ DAY OF _____ OF THE YEAR _____, BY AND BETWEEN *WARRIORS MARK UNITED METHODIST CHURCH* AND

(*NAME OF USER*) _____

(*ADDRESS OF USER*) _____

(*PHONE NO. OF USER*) _____

WHEREAS *WARRIORS MARK UNITED METHODIST CHURCH* IS THE OWNER OF BUILDING LOCATED AT THE ADDRESS PRINTED ABOVE; AND WHEREAS THE *USER* DESIRES TO USE SAID FACILITIES ON THE TERMS AND CONDITIONS SET FORTH. NOW, THEREFORE, IN CONSIDERATION OF THE MUTUAL PROMISES CONTAINED HEREIN AND OTHER GOOD VALUABLE CONSIDERATION THE PARTIES HERETO AGREE AS FOLLOWS:

1. *WARRIORS MARK UNITED METHODIST CHURCH* WILL MAKE AVAILABLE TO THE *USER* (DESCRIPTION OF FACILITIES)
2. *USER* AGREES TO INDEMNIFY AND HOLD *WARRIORS MARK UNITED METHODIST CHURCH* HARMLESS FROM ANY AND ALL LIABILITY INCLUDING ATTORNEY’S FEES ARISING OUT OF *USER*’S USE OF THE ABOVE PREMISES OR THE BUILDING OF WHICH THE FACILITIES ARE A PART, OR THE PARKING FACILITIES ON OR ADJACENT THERETO.
3. THE *USER* UNDERSTANDS THAT THE RESPONSIBILITY TO OBTAIN LIABILITY AND PROPERTY INSURANCE IS UPON THE *USER*. IT IS NOT THE DUTY OR RESPONSIBILITY OF *WARRIORS MARK UNITED METHODIST CHURCH* TO INSURE THE *USER*’S USE OF THE FACILITIES. IT IS RECOMMENDED THAT THE *USER* OBTAIN ITS OWN LIABILITY AND PROPERTY COVERAGE FOR ITS USE OF THE FACILITIES.
4. THE *USER* AGREES TO ABIDE BY AND OBEY ALL LAWS, ORDINANCES, AND REGULATIONS PROMULGATED BY ANY GOVERNMENT UNIT HAVING JURISDICTION IN THE LOCALE OF *WARRIORS MARK UNITED METHODIST CHURCH*, AND WILL NOT ENGAGE IN ANY ACTIVITIES IN VIOLATION OF SUCH LAWS, ORDINANCES RULES AND REGULATIONS.
5. IF ANY OF THE *USER*’S ACTIVITIES AT *WARRIORS MARK UNITED METHODIST CHURCH*, WILL PLACE CHILDREN OR YOUTH UNDER AGE 18 BY PERSONS IN THE CARE OF PERSONS OTHER THAN THEIR OWN PARENTS OR GUARDIANS, THE *USER* MUST EITHER: (A) COMPLY WITH *WARRIORS MARK UNITED METHODIST CHURCH*’S SAFE SANCTUARIES POLICY FOR THE PREVENTION OF CHILD ABUSE (AVAILABLE UPON REQUEST), OR (B) SUPPLY A COPY OF ITS OWN CHILD ABUSE PREVENTION POLICY WHICH IS SUBSTANTIALLY SIMILAR IN PRACTICE AND EFFECT TO *WARRIORS MARK UNITED METHODIST CHURCH* ’S SAFE SANCTUARIES POLICY, AND CERTIFY COMPLIANCE BY SIGNING BELOW.

IN WITNESS WHEREOF, THE UNDERSIGNED PARTIES HAVE EXECUTED THE AGREEMENT AS OF THE DAY AND YEAR FIRST ABOVE WRITTEN.

SIGNATURE OF CHURCH SECRETARY

(SIGNATURE OF USER’S REPRESENTATIVE)

(PRINT NAME OF REPRESENTATIVE)

(ADDRESS OF REPRESENTATIVE)

(CITY, AND ZIP)

(REPRESENTATIVE’S PHONE #)