

Bald Eagle Valley Community United Methodist Church
Request for Use of Church Facilities

Date Request Made	
Name of Requester	
Phone Number	
Email	
Address	
Name and Address of Organization (if applicable)	

Event Date	
Beginning and End Time	From To
Description of Event	

Important: Per ¶2533.3 of the Book of Discipline of the United Methodist Church, an outside organization can only be granted permission to use church facilities when such use is consistent with the Social Principles (¶¶ 160-166) and ecumenical objectives of the church.

Fees for Events other than Weddings¹

Non-Members

Items	Fee	Calculate Fee
Sanctuary	\$125	
Fellowship Hall	125	
Kitchen	75	
Total		

Members – Donation only

Certificate of Insurance: Organizations using BEVC-UMC facilities will provide liability insurance for themselves or for the sponsoring organization. This certificate must be presented to the Church Office no later than three (3) business days prior to the event. Failure to present the certificate will result in refusal for use of facility.

Be it understood that the use of and participation in activities not sponsored by BEVC UMC could create a risk of injury due to the nature of the event or the said condition of area/room. Each said participant must examine and determine their individual wish to participate in said activities.

BEVC UMC shall not be held liable for any injury, loss, or damage arising from participation in any activity not sponsored by BEVC UMC. The participant agrees to indemnify BEVC UMC

¹ Please see the Bald Eagle Valley United Methodist Church Policy on Weddings for those fees.

Bald Eagle Valley Community United Methodist Church
Request for Use of Church Facilities

against any claims arising from any and all activities. The sponsoring group/person will be responsible for any damage to BEVC UMC as a result of the activities held and the participants' treatment of said premises.

Additional Information

- There is no smoking or consuming alcohol in the building or anywhere on the church grounds.
- Funeral meals will continue to be provided with charge to church families.
- Non-church community benefit functions will be addressed on a case-by-case basis.

Decorations

- Decorations must be approved in advance by Trustees or their representative.
- Decorations may be tacked (no staples) onto approved surfaces (folding wall and bulletin boards).
- NO tape of any kind may be used on any surface.

Fellowship Hall Cleanup Guidelines

- Do not adjust thermostat; it is preprogrammed for your event.
- Tables and chairs should be wiped clean and returned to their original positions.
- Floor should be swept or dry mopped. Spills should be damp-mopped as necessary. DO NOT use soap or other cleaners on the Fellowship Hall floor

Rules for Kitchen Use

- Gas stove (if used) MUST BE turned on and all pilots lit by an authorized church member.
- Gas line must be shut off before leaving.
- Any dishes, utensils, cooking and food preparation equipment used, work surfaces, and sinks must be thoroughly washed, rinsed, and sanitized according to instructions posted at sinks.
- Launder and return any dishtowels used.
- Make sure floor is clean before leaving. Wipe up any spills and damp mop if necessary.
- Do not use any of the church's supplies of food, beverages or paper and disposable products.
- Remove all your garbage from the church's premises.
- Remove all your food from refrigerator and freezer. (If any is inadvertently left, it will be discarded).
- For health and safety of your group, please follow the "safe food" guidelines in clear plastic folder found in right-hand serving counter drawer.

Using the Sinks

Bald Eagle Valley Community United Methodist Church
Request for Use of Church Facilities

Triple Sink

- Wash items in far right bowl.
- Rinse items in middle bowl.
- Sanitize* items with a 30-second soak in the left-hand bowl.
- Air-drying is preferable, otherwise use clean towels to dry.

All sinks, including the Food Prep Sink (closest to stove) and the Hand Wash sink (closest to pantry) plus all work surfaces must be sanitized* after final cleanup by spraying or wiping with sanitizing solution or disinfecting cloths.

*Sanitizing solution is one sanitizer table (found on shelf above triple sink) per gallon of water or one Tablespoon liquid Clorox per gallon of water.