

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

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

<b>Event Date</b>	
<b>Beginning and End Time</b>	<b>From</b> <span style="margin-left: 100px;"><b>To</b></span>
<b>Description of Event</b>	

*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.*

**Note:** Please consider setup and cleanup time when determining the beginning and end times. If you reserve our facilities from 10:00 am to 4:00 pm, you will be allowed in at 10:00 am and expected to fully vacate the premises by 4:00 pm.

**Fees for Events other than Weddings<sup>1</sup>**

**Non-Members**

Items	Fee	Calculate Fee
Sanctuary	\$125	
Fellowship Hall	125	
Kitchen	75	
<b>Total</b>		

**Note:** BEVC UMC requires a **\$150 check** as a security deposit in case of any damages or misuse of our facilities.

**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.

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

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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 against any claims arising from any and all activities. The sponsoring group/person will be responsible for any damages 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 be provided to our church families without charge.
- 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.

#### Setup and Cleanup

- The mission of our church is to make disciples for Jesus Christ. Our facilities are used for various ministry events throughout each week.
- Our facilities are cleaned once per week, prior to our Sunday service.
- It is possible that our facilities may not be as clean as you might like.
- It is your responsibility to clean the facilities both prior to and after your event. This includes take all trash out to the dumpster.

#### 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

- Please notify us in advance, if you are going to use the stove. If the gas stove is to be used, only an authorized church member can turn on the gas and light the pilot lights.
- Gas line must be shut off before leaving.

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- 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

#### 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.

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