

Union United Methodist Church, 4491 Highway 701 South, Conway, SC 29527  
*Facilities Use Application and Agreement for Church Fellowship Hall*

Name of User/Applicant: \_\_\_\_\_

Name of Organization/ Group (if applicable): \_\_\_\_\_

Address: \_\_\_\_\_

Contact Numbers: \_\_\_\_\_

Email: \_\_\_\_\_

Signature: \_\_\_\_\_

Event Date: \_\_\_\_\_ Event time (start to end): \_\_\_\_\_

Reason for Use (description event): \_\_\_\_\_

Number of Tables, Chairs, and Equipment Requested: \_\_\_\_\_

At Union United Methodist, we believe that we were created by God to "Live and Love Like Jesus." As a United Methodist congregation, we have an obligation to bear a faithful Christian witness to Jesus Christ, the living reality at the center of the Church's life and witness. To fulfill this obligation, we reflect critically on our biblical and theological inheritance, striving to express faithfully the witness we make in our own time. An important aspect of our mission is love our neighbors and one way we do that is to make the Union United Methodist Church, a non-profit corporation, Fellowship Hall available to individuals, groups, and organizations for meetings or events, whenever possible.

The Fellowship Hall of Union United Methodist Church (Church) is available for use by both members and non-members of Church. Anyone desiring to use the Fellowship Hall shall complete the Facilities Request application. The Pastor and the Church Board of Trustees shall in their discretion, authorize the requested use and approve the application. The Church reserves the right to pre-empt any facility use for its own in the case of emergencies, including funerals, with notice being provided as soon as possible. Priority shall be given to the program and membership needs of the Church. Non-profit groups or organizations supported by the Church shall then be given priority, and then other non-profit groups or organizations, and finally other groups or individuals.

**Fees – Non-Members: Use Fee: \$200.00; \*Refundable Damage Deposit: \$200.00**  
**Active Members: Use Fee: \$0, donations appreciated; Refundable Damage Deposit: \$0**

Payment shall be made to Union United Methodist Church and a separate check written for the refundable damage deposit. \*Note: Deposit refunded upon satisfactory inspection following event.

### GENERAL GUIDELINES FOR USE:

1. No User/Applicant, group, or organization (whether or not a church member is affiliated with such organization) shall use the facilities in any manner or for any purpose that is in conflict with or contradicts the United Methodist Book of Discipline or the mission or principles of this Church;
2. The *Waiver, Release and Assumption of Risk* form must be completed and returned with the Facilities Use Request;
3. Groups must present a copy of their Certificate of Insurance along with the Facilities Use Request, and prior to the event Union United Methodist Church shall be named as an additional insured party on the User/ Applicant's policy;
4. It is not the duty or responsibility of Church to insure User/Applicant's use of the facilities. By signing the application, the User/ Applicant acknowledges having insurance coverage sufficient for User/ Applicant's use of the facilities;
5. User/ Applicant agrees to indemnify and hold Church its trustees, officers, employees, members and other representatives, harmless from any and all claims, liabilities, losses, damages, actions, costs and expenses (including, without limitation, reasonable attorney's fees and other legal costs) directly or indirectly arising out of their use of the facilities;
6. User/ Applicant shall abide by and obey all laws, ordinances, and regulations promulgated by any government or body of authority having jurisdiction in the locale of Union United Methodist Church, and shall not engage in any activities in violation of such laws, ordinances, rules and regulations.
7. No alcoholic beverages and/or illegal drugs shall be served and/or consumed on the premises.
8. Decorations may only be attached to wooden trim, and wooden doors with masking tape only. No items shall be secured to the walls with nails, pins, tape, glue, or any other means likely to damage the sheetrock. All decorations shall be removed immediately following the event.
9. Church works to maintain a safe and secure environment within the facility; however, no systems are foolproof. All Users/ Applicants must pay close attention to personal property and valuables, not leaving them unattended. Church is not responsible for theft or damage to personal property.
10. If any of the User/ Applicant's activities will place children or youth under age 18 in the care of persons other than their own parents or guardians, the User/ Applicant must (a) comply with Church's Safe Sanctuary Policy for the prevention of child abuse (available at [www.liveandlovelikejesus.com](http://www.liveandlovelikejesus.com)), or (b) supply a copy of its own child abuse prevention policy which is substantially similar in practice and effect to Church's Safe Sanctuary Policy, and certify compliance by signing below. During activities or events involving children under age 18, all exterior doors must remain locked to prevent entry by unknown persons.
11. Upon the conclusion of use of the facilities, the User/ Applicant shall insure that the facility is in the same or substantially same condition as was prior to use. This includes vacuuming, sweeping, mopping, picking up and removing any and all trash from the facilities used and taking the waste off-premises; returning the thermostat to pre-use settings; returning all equipment to its original location with all components in place; for kitchen items – cleaning, drying, and returning all items to their original storage location; returning any and all furniture and equipment to its pre-use location; locking and

otherwise securing facilities at the conclusion of use. User/ Applicant will not utilize paper and plastic products from kitchen without prior approval from Church Trustees Committee, and if permission is granted shall promptly replenish same. User/ Applicant shall notify the Church Trustees Committee in a timely manner of the inability to satisfy any of these conditions upon completion of use and advise of any broken or damaged property uncovered during the use (whether the condition was caused by the User or not), and to further notify Church Trustees Committee of any unsafe condition noticed during the use which could negatively affect a future user at the facility.

12. Active Member, User/ Applicants using the facilities are responsible for opening and closing the building.
13. Active Member, User Applicants are not required to make a Refundable Damage Deposit; however, they are solely responsible for any and all damages sustained during said use. If damage is caused during the event, the Church Trustees Committee shall provide to the applicant an itemized statement of any cost of any repairs or cleaning required within seven (7) days of the event, which shall be paid and/or repairs satisfactorily made within fifteen (15) days.
14. Non-Member, User/Applicants using the facilities are responsible for obtaining a key from Church personnel and returning the key following the event.
15. Non-Member, User/ Applicants shall pay a damage deposit of Two Hundred Dollars (\$200.00) at the time of submission of the Facilities Use Application. If the application is not approved the deposit shall be returned to the person who actually paid the deposit within twenty-four (24) hours of notification to the applicant. If the application is approved, the deposit will be held until the Church Trustees Committee has inspected the facilities used. If damage is caused during the event, the Church Trustees Committee shall provide to the applicant an itemized statement of any cost of any repairs or cleaning required within seven (7) days of the event. The cost shall be deducted from the deposit and the balance returned to the applicant. **Damage to the building or facilities in excess of the deposit amount is the responsibility of User/Applicant.** If no repairs or cleaning are required, the deposit shall be returned within five (5) days.
16. This Policy is by no means intended to cover every facet of use of the Fellowship Hall. This document supersedes all prior oral or written statements regarding the specific subject hereof. No church representative has any authority to waive or enter into any agreement or arrangement contrary to the guidelines, requirements or restrictions and other provisions herein *without the express written approval.*

\_\_\_\_\_  
Signature of User/ Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Full Name of User

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State and Zip Code

WAIVER, RELEASE, AND ASSUMPTION OF RISK

The undersigned, \_\_\_\_\_ (First, Middle, and Last Name of User/ Applicant), voluntarily makes and grants this Waiver, Release, and Assumption of Risk in favor of Union United Methodist Church (Church) as partial consideration (in addition to monies paid to Church), the receipt and sufficiency of consideration being hereby acknowledged, for the opportunity to use the Fellowship Hall building, facilities, equipment, and materials and/or other assets of Church; and/or to receive assistance, training, guidance, tutelage, and/or instruction from the personnel of Church; and/or to engage in the activities, events, sports, festivities, and/or gatherings sponsored by Church and/or held on Church property; I do hereby waive and release any and all claims whether in contract or tort for personal injury, bodily injury, property damage, other losses or damages, and/or death that may arise from my aforementioned use or receipt, as I understand and recognize that there are certain risks, dangers and perils connected with such use and/or receipt, which I hereby acknowledge, and fully assume the risk for, have been fully explained to me or are in the exercise of due diligence apparent to me and which I fully understand, and which I nevertheless accept, assume and undertake after inquiry and investigation of extent, duration, and completeness wholly satisfactory and acceptable to me. I further agree to use my best judgment in undertaking these activities, use and/or receipt and to faithfully adhere to all safety instructions and recommendations, whether oral or written. I hereby certify that I am a competent adult assuming these risks of my own free will, being under no compulsion or duress. The Waiver, Release and Assumption of Risk, which I fully read and understand, is effective from the date of my signature through the date of the requested use, inclusive, and may not be revoked, altered, amended, rescinded, or voided without the express prior written consent of Church.

\_\_\_\_\_  
Signature of User/ Applicant

\_\_\_\_\_  
Date of Signature

\_\_\_\_\_  
Printed Full Name of User/ Applicant

\_\_\_\_\_  
Date of Event

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
City, State and Zip Code