

Emmanuel United Methodist Church
Facility Rental Policy
16000 Cumberland Road, Noblesville, IN 46060
www.emmanuelumc.org (317)-773-4406

A *Facility Use Request Form* must be completed. This form must be filled out on the church website. If your event involves any athletic activity a *Certificate of Insurance* may be required.

The person requesting usage will be the responsible for the facility and must complete the *Facility Use Request Form*. This person must be at least 21 and must be present during the event. This person will be responsible should an emergency arise during the event.

Receipt of the completed *Facility Request Form* and *Certificate of Insurance* does not guarantee use of the facility. All requests will be reviewed and approved before the event is confirmed. A decision will usually be made within five days. Approval or rejection will be communicated to the designated contact soon after the decision has been made. A written notification will be sent within 3 business days. All rejections will include the reason for rejection.

If you need to change the date of your event, a new *Facility Use Request Form* must be submitted.

A security deposit is of \$100 (if required – see below) is due within one week of confirmation being sent. Checks should be made out to Emmanuel United Methodist Church. Full payment of all rental fees is due one week prior to your event. Failure to pay the deposit/fees within this time frame will result in cancelation of your event.

If the EUMC office receives written or electronic notification of your need to cancel at least 72 hours prior to the event, a refund will be considered.

All EUMC events receive priority in scheduling over other events. If a church event needs to be scheduled at your reserved time, you will receive notification of cancellation at least seven days before your event. However, if this cancellation is necessary because of a high priority event (such as a funeral) cancellation notification will be given 24 hours in advance of your event. If your event is cancelled, either a refund or a credit will be issued.

Additional Requirements for Facility Usage

Child Protection Guidelines. A copy of the *Child Protection Guidelines for Non-Church Groups* will be provided to the leader(s) and a signed acknowledgement of those guidelines being received and read is required. Violation of any of these guidelines will result in suspension of the use of church facility and/or grounds. EUMC will not be held responsible in the case of any violation of these guidelines.

Smoking, vaping, alcoholic beverages, illegal substances, firearms, inappropriate language are not permitted on EUMC property. EUMC reserves the right to cancel any agreement if any of these rules has been violated.

Storage of any equipment, supplies, decorations, etc. by any group will not be allowed.

Rental Fees

Member/Staff Rates

There is no charge for member usage of our facilities. Members are encouraged to donate funds to offset cleaning, supplies and utility costs.

Not-for Profit Rates

Church approved not-for-profit groups may use classrooms, small rooms, and the Fellowship Hall at no cost. Groups will be asked to donate funds to offset cleaning, supplies and utility costs.

Church approved not-for-profit groups may use the FLC at the following rates:

- FLC w/o kitchen and [less than 50 persons] No Charge
- FLC w/o kitchen and [over 50 persons] \$100 Security Deposit
- FLC with kitchen \$100 Security Deposit plus \$50 per day

Non-Member General Use Rates

Recreational/Athletic (gym rental)	\$65 per hour
Sanctuary/Classroom/small room	\$25 per hour
Pavilion	\$25 for 2 hours

Large Group Events

- Fellowship Hall [100 persons capacity] \$150 per day
- FLC w/o kitchen and [less than 200 persons] \$200 per day
- FLC with kitchen or [over 200 persons] \$300 per day
- Maximum capacity for FLC is 300 persons

[Note: Rental of the Fellowship Hall includes the adjacent kitchen at no additional cost.]

Security Deposit:

A security deposit of \$100 is required for rental of EUMC facilities. A partial or full refund may be made at the discretion of the church within 14 days after the event. If less than full refund is given, an explanation will be provided.

Note: The security deposit is not required of members. The security deposit is not required of church approved not-for-profit groups, except when renting the FLC as detailed above.

Keys:

Keys/fobs will be distributed by the office and must be signed for and need to remain in the signer's possession. A key/fob deposit of \$25.00 is required which will be returned when the key/fob is returned to the office. All doors must be securely locked before exiting the building. Keys/fobs must be returned at the conclusion of your event. Please place them in the exterior drop box outside door #5.

Note: Key/fob deposits are not required of members.

Tech Support Fee:

If the event requires tech support a designated EUMC tech person must be present. If tech support will be required, please inform office when requesting facility usage. There will be a cost of \$50 per event.

Use of Kitchen:

Instructions on use and cleaning of appliances will be provided.

Instructions on use of dishwasher will be provided.

The FLC ice machine is not operational.

Clean-up Instructions [including kitchen]:

It is the responsibility of the person/group using the facility to dispose of trash.

Rooms or classrooms must be returned to their original condition and set-up.

Use of Athletic Equipment:

EUMC has six basketball goals and one volleyball unit for use in the FLC. ALL other athletic equipment must be supplied by the group renting the FLC.

All equipment must be approved at the time of scheduling.

GENERAL CONDITIONS AND FEES

This is a legal contract. Read before signing.

The group is seeking consideration as an EUMC approved not-for-profit. Yes ___ No ___

It is agreed between Emmanuel United Methodist Church, hereinafter referred to as EUMC and _____, hereinafter referred to as USER, that the use of the FACILITY/GROUNDS as conditioned and described below, subject to all the policies and procedures of EUMC, in consideration of the amount of \$_____.

This total fee includes the following: Fees \$_____ staff costs; \$_____ miscellaneous costs attached hereto as Exhibit A in the total amount of \$_____.

Organization/Group/Individual Use: _____

Facility/Grounds to be used: _____

Specific Rooms: _____

Dates of Use: _____

Times Needed: From _____ To _____

Is an admission fee to be charged? Yes ___ No ___ If yes, amount _____

Purpose of Use: _____

Special Equipment Needs: _____

Special Personnel Needs: _____

Disclaimers:

EUMC will not be held liable or responsible for any personal injury or damage that occurs during the use of EUMC facilities. You rent, occupy, and use at your own risk. All organizations must supply a Certificate of Insurance with minimum limit of \$1,000,000 liability when your request is submitted for approval. Once approved, all organizations must add EUMC as an additional insured with minimum limits of \$1,000,000 liability and supply updated Certificate of Insurance prior to first rental date.

If at any time any person or group has been found to use EUMC facilities or equipment in any inappropriate way, EUMC reserves the right to decline any future scheduling from this individual/group.

If at any time damage to the EUMC property has been found to be the fault of the person or group renting the facility, any additional costs incurred to replace or repair the damaged property after application of the prepaid security deposit will be the responsibility of the person or group renting the facility.

Any check returned for "insufficient funds" will incur an additional fee of \$30.