

PLAINFIELD UNITED METHODIST CHURCH
BUILDING USAGE POLICY AND REQUEST FORM
(Trustees March, 2009)

REGULARLY SCHEDULED EVENTS HAVE PRIORITY AS TO THE USE OF AVAILABLE SPACE.

ORGANIZATIONS OF THE CHURCH - NO CHARGE WILL BE MADE FOR ANY ORGANIZATION OF THE CHURCH OR ANY GROUP SPONSORED BY THE CHURCH FOR REGULAR SCHEDULED MEETINGS.

NON-PROFIT ORGANIZATIONS - MAY REQUEST A WAIVER OF FEES FROM THE BOARD OF TRUSTEES AND THE HOSPITALITY CHAIRPERSONS. EACH REQUEST WILL BE DECIDED ON A CASE BY CASE BASIS.

SPECIAL EVENTS - MUST BE SCHEDULED ON THE CHURCH CALENDAR THROUGH THE CHURCH OFFICE PERSONNEL IN ADVANCE.

DEPOSIT:

- **\$50.00 per room required** (Members & Non-Members) – This deposit serves as a way of securing any date on the church calendar and is **NON-REFUNDABLE** if cancellation is **LESS THAN 2 WEEKS PRIOR** to the event and will serve as a security deposit, refundable upon satisfactory inspection by the designated church representative. This amount is **NOT** applied toward any other fees (make checks payable to **PLAINFIELD UNITED METHODIST CHURCH**).
- **\$250.00 additional security deposit if you are renting the kitchen**, refundable upon satisfactory inspection by the designated church representative.

FEES: All fees are to be **paid at least 2 weeks in advance**. The “Fee Schedule” is available in the church office.

CHURCH RULES:

- (1) NO SMOKING IN THE CHURCH BUILDING.
- (2) NO ALCOHOLIC BEVERAGES IN OR AROUND THE CHURCH.
- (3) NO GAMBLING ON CHURCH PREMISES.
- (4) NO RICE OR BIRDSEED IS TO BE THROWN AT WEDDINGS AND BUBBLES MUST BE KEPT OUTSIDE OF THE BUILDING WHILE BEING HANDED OUT AND USED.
- (5) RESTRICTED PICTURES DURING WEDDING CEREMONIES-
NO FLASH OR LIGHTS WITH VIDEO (SEE CLERGY).
- (6) SETUP AND BREAKDOWN OF TABLES, CHAIRS AND OTHER CHURCH OWNED PROPERTY IS TO BE PERFORMED ONLY BY AUTHORIZED CHURCH PERSONNEL.
- (7) CHURCH PROPERTY WILL NOT BE RENTED OR LOANED TO ANYONE REGARDLESS OF MEMBERSHIP STATUS.
- (8) NO TAPE IS TO BE USED ANYWHERE TO PROTECT THE FINISH OF THE WOOD, WALLS AND FLOORING,

BEFORE LEAVING YOU ARE REQUESTED TO CHECK FOR:

CLEANLINESS _____ LIGHTS OUT _____ WINDOWS /DOORS CLOSED _____

APPLIANCES TURNED OFF _____

ALL EQUIPMENT BROUGHT IN MUST BE REMOVED AT ONCE.

**If your event ends early or if you have any questions the day of the event, please phone the assigned custodian:
Joe Issa (815-207-3331) or Glen Hawks (815-210-4388)**

I have read and agree to abide by the conditions set forth -

Signature

date

**PLAINFIELD UNITED METHODIST CHURCH
BUILDING USAGE REQUEST FORM**

DATE FOR EVENT:	TIME EVENT BEGINS: TIME EVENT ENDS:
NAME:	TELEPHONE NUMBER (Home): TELEPHONE NUMBER (Cell):
GROUP/ORGANIZATION:	#OF PEOPLE EXPECTED:

MEMBER SPONSOR (if applicable):	PURPOSE:
--	-----------------

TIME DOORS SHOULD BE OPENED:	TIME DOORS MAY BE LOCKED:
-------------------------------------	----------------------------------

FACILITIES REQUESTED:	CONDITION OF FACILITY AT DEPARTURE: (CHECKED BY CUSTODIAN)
Janet Brown Fellowship Hall Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Kitchen Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Sanctuary Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Parks Friendship Hall Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Classroom (Please Circle) 101 102 103 104 105 106 202 203 204 205	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Youth Center (Rooms 206 & 207) Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
Conference/Library Yes <input type="checkbox"/> No <input type="checkbox"/>	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>
General Areas (i.e. Hallways; Restrooms; etc.)	Acceptable Yes <input type="checkbox"/> No <input type="checkbox"/>

EQUIPMENT REQUESTED			
Tables (# requested):	8 foot	6 foot	Rounds
Chairs (# requested):	Other:		

JANET BROWN FELLOWSHIP HALL DIAGRAM ATTACHED: Yes <input type="checkbox"/> No <input type="checkbox"/>

<p>ADDITIONAL INFORMATION WE SHOULD KNOW... i.e. If you would like our Hospitality Committee to assist with something; you plan on bringing in special equipment; etc.</p>

FOR OFFICE USE...	
Date Sent to Hospitality Manager:	Date sent to Custodian:
Date Approved by Hospitality Manager:	Date Sent to Treasurer/Bookkeeper:
Date Sent to Office for Scheduling:	Date Deposit Received:
Date Hospitality Committee Notified (if required):	

(Trustees June, 2009)

HOLD HARMLESS AGREEMENT

**PLEASE READ CAREFULLY!
THIS IS A LEGAL DOCUMENT THAT AFFECTS YOUR LEGAL RIGHTS!**

The individual or organization has requested the use of the premises of the Plainfield United Methodist Church, including the kitchen area (hereinafter referred to as the "Applicant") acknowledges that the kitchen along with the cooking and food processing equipment contained therein can be a hazardous work place, containing sharp utensils, open flames, boiling liquids, etc., which can create accidents and injury if not properly used. The permission to use the facilities of the Plainfield United Methodist Church is hereby granted with the understanding that the Applicant does so at his own risk and without remuneration.

The Applicant understands and EXPRESSLY ASSUMES all the dangers incident to using the Kitchen Facilities and Equipment, and hereby agrees to INDEMNIFY and HOLD HARMLESS the Plainfield United Methodist Church from any and all loss, damage, claim, liability or expense (including attorney's fees and costs) arising out of or resulting from any injury or claim of injury of any nature whatsoever to either persons or property arising from any accident or any other occurrence causing injury to any person or property whomsoever or whatsoever due directly or indirectly to the condition of, or the use, misuse or disuse of the premises, the equipment contained therein, or any part thereof, by any and all persons participating as part of the named activity including by illustration and not limitation, the Applicant, the Applicant's agents, employees, guests or invitees.

The Applicant agrees to be responsible for the conduct of its guests and invitees in and about the building and for any damage incurred. The Applicant has reviewed the policies, rules and regulations of the Plainfield United Methodist Church and further agrees that the Church's property will be used in accordance with said rules and regulations.

The Applicant further acknowledges that the Plainfield United Methodist Church does not warrant the condition of facilities requested or the condition of the equipment contained therein. That the Applicant has had the opportunity to inspect the same and has found the same to be in acceptable condition.

I HAVE READ AND AGREE TO ABIDE BY THE CONDITIONS HEREIN SET FORTH

Name of Applicant:

AUTHORIZED AGENT'S SIGNATURE:

DATE:

The Plainfield United Methodist Church has always been dedicated to God's work and to Community Service.

Community Service includes the usage of its facilities as a meeting place for a variety of civic, fraternal and social organizations.

Guidelines are necessary so that all groups – church members, non-members, youth orientated activities, wedding parties, etc., are fully aware of its obligations and space limitations agreed to and approved by the Church on the "Building Usage Request Form."

It is fair and reasonable to expect that all area, "NOT DESIGNATED" on the request form, are considered OFF LIMITS to attendees and their guest of the approved function.

Responsibilities for adherence to these guidelines rest with the group's spokesperson submitting the request and whose signature appears on the form.

Name of Insurance Carrier: _____ .

KITCHEN ADDENDUM

Use of Church's Kitchen: These provisions shall apply when the person or group seeking to use the church's property wishes to make use of the church's kitchen and the equipment contained therein:

In addition to the \$50.00 deposit, the individual or organization requesting the use of the kitchen shall include with their request, proof that they are carrying liability insurance coverage (a minimum of \$500,000.00 liability coverage is required), **provide an additional security deposit of \$250.00** and shall execute the attached waiver of liability.

To insure the safety of those individuals using the kitchen and their guests and to comply with State and Local health regulations, the following rules shall apply to the use of the Kitchen Area:

1. A State of Illinois currently licensed Food Safety Manager must be present when cooking will be performed.
2. All pots, pans, utensils, trays, plates, saucers, cups, serving dishes, glasses and silverware shall be washed before use.
3. After food serving has been completed and before leaving the church, all kitchen equipment, including but not limited to the items listed above, used will be washed and separated (i.e. all spoons together, etc.) and stored in their proper locations as found prior to their use.
4. Stoves and ovens will be cleaned, as well as all counter tops, work areas and sinks.
5. All garbage shall be collected, removed from the building and properly disposed of in a dumpster provided at the close of the activity.
6. All personal equipment brought into the church must be removed at the close of the activity.
7. No church equipment shall be moved from the church premises (no exceptions!).
8. No person under the age of eighteen (18) may use the kitchen equipment without the supervision of an adult at all times.
9. The individual or organization requesting the use of the kitchen shall be liable for any inappropriate activation and discharge of the church's fire suppression equipment. In the event that the fire suppression system is inappropriately activated, the individual or organization using the kitchen shall reimburse the United Methodist Church for all cost associated with cleaning the kitchen after such a discharge and the recharging of the fire suppression system. (The cost of recharging the system is estimated to be between \$1,000.00 to \$1,500.00.)

BUILDING USAGE FEE SCHEDULE

Non Wedding Building Fee Schedule (Includes the Custodial Fee)				
Available Rooms to Rent	Members	Member Sponsored	Non-Members	
	<i>Flat Fee</i>	<i>Flat Fee</i>	<i>First 4 Hours</i>	<i>Per Hour After</i>
Janet Brown Fellowship Hall	80.00(Custodial Fee) + Deposit	155.00 + Deposit	305.00 + Deposit	55.00
Kitchen	80.00 (Custodial Fee) + Deposit	130.00 + Deposit	255.00 + Deposit	55.00
Sanctuary	130.00 (Custodial Fee)+ Deposit	230.00 + Deposit	455.00 + Deposit	55.00
Park Friendship Hall	65.00 (Custodial Fee)+ Deposit	130.00 + Deposit	255.00 + Deposit	55.00
Classrooms (101; 102; 103; 104; 105; 106; 202; 203; 204; 205)	30.00 (Custodial Fee) Deposit Only Per Room	25.00 Per Room + Deposit Per Room	45.00 Per Room + Deposit Per room	15.00
Youth Center (Rooms 206 & 207)	25.00 Deposit Only	45.00 + Deposit	85.00 + Deposit	15.00
Conference Room / Library	25.00 Deposit Only	30.00 + Deposit	45.00 + Deposit	15.00

- NOTES:**
- **Not-for-profit organizations will follow the member building fee schedule.**
 - **Members may include “non-members” who attend on a regular basis. This is subject to the approval of the Board of Trustees & Hospitality Chairpersons.**
 - **Member sponsored fee is applicable for non-profit generating events that are held by non members who have a willing active member of the Plainfield United Methodist Church available to sponsor the event.**
 - **Any fundraising or business events must follow and will be charged the non-member building schedule rate regardless of membership status.**
 - **All fees are subject to the discretion of the Board of Trustees & Hospitality Chairpersons.**
 - **All fees are to be made payable to Plainfield United Methodist Church.**

(Trustees June, 2009)