

PLAINFIELD UNITED METHODIST CHURCH

15114 S. Illinois Street, Plainfield, Illinois 60544

BUILDING USAGE POLICY AND REQUEST FORM

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 regularly scheduled meetings.

NON-PROFIT ORGANIZATIONS: May request a waiver of fees from the Board of Trustees or the Senior Pastor. Each Request will be decided on a case by case basis with the Church having complete discretion.

SPECIAL EVENTS: **MUST** be scheduled on the Church calendar through the church office personnel **IN ADVANCE.**

DEPOSIT:

- **A \$250.00 security deposit is required if you are renting the kitchen.** It is refundable upon satisfactory compliance with the Church's rules and a satisfactory inspection by the designated church representative. (Checks should be made payable to the Plainfield United Methodist Church.)

FEES: At least one-half of the fee must be paid at the time of the reservation to secure your space. ALL Remaining Fees must be paid no later than two (2) weeks in advance. The "Fee Schedule" is available in the church office.

Attachment 1 - BUILDING USAGE GUIDELINES

Attachment 2 - HOLD HARMLESS AGREEMENT

Attachment 3 - BUILDING USAGE REQUEST FORM

**BUILDING USAGE GUIDELINES
PLAINFIELD UNITED METHODIST CHURCH
15114 S. Illinois Street, Plainfield, Illinois 60544**

The Plainfield United Methodist Church is dedicated to God's work and to serving the Community. We serve the community by welcoming others and opening our doors 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 oriented activities, wedding parties, scout meetings and events, etc., are fully aware of their obligations and space limitations agreed to and approved by the Church.

Responsibility for adherence of these guidelines rest with all members of Plainfield United Methodist Church and with the outside group's spokesperson/leader submitting the request for "space".

Following are the Building Usage Guidelines for Plainfield United Methodist Church.

Common Spaces: Hallways; Bathrooms; Parks Friendship Hall (including the alcove)
Note: When in "common spaces" be mindful of others.

Meeting/Event Spaces: Classrooms; Conference Room/Library; Janet Brown Fellowship Hall; Choir Rehearsal Room

All meeting/event space assignments are subject to change to meet the needs of the church.

GENERAL CHURCH RULES:

- < No Smoking in the church building or in the area directly in front of the building.
- < No alcoholic beverages in the building or on the church property.
- < No gambling in the building or on the church property.
- < Set-up and breakdown of tables, chairs, and other church owned property is to be performed by authorized church personnel only
- < No tape is to be used anywhere to protect the finish of the wood, walls, and flooring. Poster putty is allowed.
- < Church property (i.e. tables, chairs, etc.) will not be rented or loaned to anyone regardless of membership status.
- < The elevator is provided for those who are unable to use the stairs or for moving heavy objects to the second floor. **Children and youth should not use/play on the elevator.**
- < **Children and youth should not use the chair glide unless supervised by an adult.**

Plainfield United Methodist Church's "**Safe Sanctuaries Policy**" states that children must be supervised by an adult when in the "common spaces" as well as when in the "meeting/event spaces".

REQUEST FOR SPACE:

- < ALL requests for space must be scheduled by the church Administrative Assistants so that they can be entered on the church calendar.

SPACE/ROOM ASSIGNMENTS:

- < Room assignments will be posted on the monitor in the foyer.
- < It is the responsibility of the group leader to check the monitor when coming into the church to verify the room assignment.
- < Room assignments could change, based on the needs of the church. Every effort will be made to notify the leader of the change prior to the meeting/event.
- < Each group needs **to use only the space assigned to them.** If a group determines that they require additional space, they need to notify the church office to secure the additional space.

Note: The custodians clean different parts of the building on different days of the week and often times have cleaned a room for a scheduled meeting in advance. If the space is used by someone else, it will not be ready for the scheduled meeting.

USE OF SPACE:

- < If you arrive at the church for a scheduled meeting/event and the building is locked, call the appropriate custodian. (See attached Contact List for names and telephone numbers.)
- < To ensure the building is unlocked, your meeting/event **must be on the church calendar.**
- <The building will be **opened 30 minutes prior to the first scheduled event**, unless negotiated with the church staff.
- < If food or beverages are served in the meeting space, all cups, and other garbage must be placed in the waste receptacle.
- < If storage space is needed for supplies, arrangements need to be made in church office.
- < If miscellaneous supplies are used (ex: scissors, tape, stapler, etc.) please return them to their original location.
- < DO NOT PUT CHAIRS ON THE TABLES. CUSTODIANS WILL PUT THE CHAIRS BACK AFTER THEY CLEAN THE ROOM.
- < All equipment brought in must be removed upon the conclusion of the meeting/event.
- < If you open a window in your meeting space, be sure to close and lock it when leaving.
- < Please turn off lights and any appliances in meeting space when leaving.

CANCELLATION POLICY:

- < Please notify the church office immediately when you have cancelled a meeting/event.
- < If a scheduled meeting is cancelled on the day of the meeting/event, the church office needs to be notified no later than 4:15pm (Monday-Thursday). The church Administrative Assistant will be responsible to notify the custodian of the cancellation.
- < If a scheduled meeting is cancelled after 4:15pm Monday-Thursday or anytime Friday, Saturday, or Sunday, it is the responsibility of the meeting leader to contact our custodial staff to inform them of the cancellation. (See "Contact List" for names and numbers.) Not informing the custodian could result in additional costs to the church. The custodians rely on our calendar to determine the hours they will work each day.
- <**When the Plainfield School District 202 closes the schools and cancels all after school activities (as a result of disasters, weather, etc.) PUMC will follow their lead and cancel all scheduled calendar events and the building will be closed.**

EMERGENCY SITUATIONS:

- < If you are in the building and there is no custodian on site and there is a building emergency (i.e. alarm going off, plumbing problem that requires immediate attention, problem with building security, etc) contact Larry Stephens (Cell) 815-474-9061/(Home) 815-436-8344 or Rick Cadogan (Home) 815-254-2786.
- < In case of a tornado warning, go to the basement (stairwell directly across from front door of church office) or seek cover in the bathrooms on either floor.

SECURING THE BUILDING:

- < **Building will be locked at 8:45pm when there is a meeting/event scheduled in the building unless "special" arrangements have been made with the church staff to keep it open later.**
- < **The expectation is that everyone will be out of the building by 8:45pm.** If you need to be in the building **after 8:45pm**, please notify the church office in advance or notify the custodian. You will then be responsible for the security of the building. (Not leaving by 8:45pm should be the "exception rather than the rule".)
- < **Anyone leaving the building after 8:45pm must be sure the lights are turned off and the door closes/latches behind them.**
- If you are in the building and have agreed to care for locking up, please ...
- < Be sure all lights are turned off in classroom/meeting area, hallways, bathrooms.
- < Be sure any windows that were opened are closed and locked.
- < Be sure door is locked and that it closes (tight) when you leave.

COMMUNICATION GUIDELINES:

Open communication is a key to a successful partnership. It is important that issues be shared with the church staff as soon as they surface.

Notify the church office staff (815-436-9651) immediately if you encounter problems accessing the building; if there are any alarms going off in the building; if you need to change/cancel a meeting/event; if you encounter problems with any church owned equipment; if you damage or break any church property.

If your event ends early or if you have any questions the day of the event, please phone the appropriate custodian. A list of contact people and telephone numbers is attached.

COMMUNITY SERVICE PROJECTS:

The church opens its doors to several organizations/groups (i.e. Boy Scouts, Girl Scouts) who use the facilities at no cost to them. To partner with one another, the church asks that each organization/group complete **a minimum of two community service projects for the church each year**. Suggested projects: 1st Wednesday Dinner; yard work; "spring" cleaning around the church; work at one of the church parsonages; etc. Each project would need to be approved and coordinated with the Trustees Committee of the church. (See "Contact List" for names and numbers of Trustee Contacts.)

CONTACT LIST

Church Office		815-436-9651
Jennifer Garcia	Custodian	815-436-7648 (H) 815-701-3537 (C)
Larry Stephens	Trustee Chairperson	815-474-9061 (C) 815-436-8344 (H)
Rick Cadogan	Trustee	815-254-2786 (H)
Cheryl Henbest	Trustee	815-436-5001 (H) 815-351-5085 (C)
Rev. Eun-Hye Choi	Senior Pastor	815-733-6256 (H)
Rev. Chris Walters	Assoc. Pastor	815-733-6256 (H)
Rev. Sherry Scates	Minister of Faith Formation	815-355-3927 (C)

ACKNOWLEDGEMENT

I have received a copy of the Plainfield United Methodist Church "Building Usage Guidelines" and understand it is my responsibility to read, understand and comply with the guidelines set forth by Plainfield United Methodist Church. I agree that if there is something that I do not understand, I will seek clarification from the office administrative staff.

The information contained in this document is subject to change as situations warrant and I understand changes will be communicated to me as soon as they are implemented.

Name: _____
(Please Print)

Signature: _____

Date: _____

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.

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.

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

Name of Applicant:

AUTHORIZED AGENT'S SIGNATURE:

DATE: _____

Name of Insurance Carrier: _____

**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:

PURPOSE:

TIME DOORS OPENED:	TIME DOORS LOCKED:
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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 No

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.

FOR OFFICE USE...	
Date Sent to Custodian:	Date Returned by Custodian:
Date Deposit Received:	Date Sent to Treasurer/Bookkeeper:
Date Hospitality Committee Notified (if required):	

(Trustees September, 2012)