



The United Methodist Church  
New Milford, Connecticut

68 Danbury Road  
New Milford, CT 06776  
Rev. Alex da Silva Souto, Pastor

Church (860)354-4596  
Fax (860) 350-5381  
E-Mail: office@newmilfordumc.org

Facility Use Application

Effective March 2017

Name of Individual or Organization: \_\_\_\_\_

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

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

Type of function: \_\_\_\_\_

Church Member \_\_\_\_\_ For-Profit \_\_\_\_\_ Non-Profit \_\_\_\_\_ Community Organization \_\_\_\_\_

|                                    |       |                                 |          |
|------------------------------------|-------|---------------------------------|----------|
| <i>(Rental fees are based upon</i> | _____ | Sanctuary                       | (\$225)  |
| <i>a three hour period.</i>        |       | _____ Fellowship Hall*          | (\$225)  |
| <i>Events over three hours</i>     |       | _____ Fellowship Hall & Kitchen | (\$325)  |
| <i>will be charged an</i>          |       | _____ Conference Room           | (\$75)   |
| <i>additional \$50/hour)</i>       |       | _____ Other: _____              | Donation |

**NOTE: Smoking and use of alcoholic beverages are not permitted in any church facility or anywhere on church property!**

Date Requested: \_\_\_\_\_ Time: \_\_\_\_\_ am/pm to \_\_\_\_\_ am/pm

Person responsible if other than above: \_\_\_\_\_

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

**Checks are to be made payable to NMUMC and in possession of the church 2 weeks prior to the date of the event. An additional security deposit may be required.**

I/We request the use of the above selected facility. I/We have read and agree to comply with regulations and to be responsible for the clean up and protection of the property at all times. I/We agree to pay all fees, damages or charges associated with such use and to waive any liability against the New Milford United Methodist Church.

Date: \_\_\_\_\_ Signed: \_\_\_\_\_

Name & Title (Print): \_\_\_\_\_

In Case of Emergency call: \_\_\_\_\_ at \_\_\_\_\_

**A copy of your group's current year liability insurance must be submitted with application.**

Church Use

Approved: \_\_\_\_\_ Date: \_\_\_\_\_ Fee: \_\_\_\_\_ Fee Paid: \_\_\_\_\_ (Check #/Cash)

Notes: \_\_\_\_\_

Add to the Calendar \_\_\_\_\_ Cert. of Liability Rec'd \_\_\_\_\_

**FACILITY USE REQUIRES TRUSTEE APPROVAL.**

Forms must be submitted to Trustees and approved before facility can be used.



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### Facility Rules

The church and all its facilities are maintained as a place of worship for its members and should be respected as such. Remember, you are our Guest.

### General Rules and Conditions

- Keys, and lock combinations should be used by those designated on the usage request form only.
- Only the area and equipment requested will be used.
- All non-church electrical equipment to be operated will be approved and noted on the usage form.
- Tables and chairs will be returned to their designated storage areas.
- Equipment moved from one building to another will have prior approval and will be returned to its original position.
- We are a non-smoking campus. Smoking is not permitted anywhere on church property.
- Use of alcoholic beverages is not permitted in any church facility or on church property.
- Children will be supervised and accounted for at all times.
- Remove all trash from the buildings and place in the dumpster located on the north side of the upper parking lot.
- Please crush any boxes, and place the boxes and other recyclables in the recycling dumpster.
- The use of the grounds will be governed by the restrictions placed on the requested use.
- The cost of damaged or broken equipment and custodial cost to clean the building used will be deducted from the deposit.
- Gambling and Games of Chance (i.e. raffles, bingo, etc.) are not permitted in any church facility or on church property.

### Kitchen Rules

- Kitchen usage is by approval only and for the extent requested.
- Full kitchen use is defined as the use of all equipment and kitchenware.
- Limited kitchen use is defined as the use of the stove, coffee pots, some kitchenware and sinks.
- Kitchen use does not include the use of consumable items such as paper products, spices, sugar, butter, etc. Please supply your own.
- Children working in the kitchen must be under the direct supervision of an adult.
- Full kitchen use requires that one adult be designated as the responsible person and receives an on-site briefing for the use of the kitchen.
- All kitchenware will be cleaned and returned to its original storage location.
- All equipment, counter tops and sinks will be cleaned.
- All floors will be swept and will be mopped as required.
- All trash and garbage will be removed and placed in the dumpster located on the north side of the upper parking lot. Remove recyclables and place them in the recycling dumpster. Do not leave perishable food items for others to use, take it with you or put in the dumpster.



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The use of the Church building, land and equipment is the responsibility of the Board of Trustees. For this reason, the use of such shall be governed by the following policy.

**Scheduling:** All activities that take place in any church building or on the church grounds by any church organization, church member or non-church group must be scheduled through the church office. This is for the convenience of scheduling and does not authorize use.

**Church Group Usage:** Normal church activities that do not change, alter, encumber or affect the normal operation of the church facilities do not require the approval of the Board of Trustees. All other activities should be brought before the Trustees for review.

**Non-Church Group Usage:** Organizations that generally function as non-profit, community betterment or social support will be considered as candidates for facility use. The use of church facilities will be by approval of the Chairman of the Trustees or Board of Trustees.

**Private Individual Usage:** Members and constituent members of record may use the church facilities for specific reasons as approved by the Chairman of the Trustees or Board of Trustees.

**For-Profit Organizations Usage:** The use of church facilities by for-profit organizations will be considered. Such use will be reviewed individually by the Board of Trustees and if approved, a fee will be charged which will be no less than two (2) times the established fee schedule for facility use. A certificate of liability insurance will also be requested showing the church is not held liable for any injuries, etc that may occur.

**Church Equipment:** Church equipment including computers will not be borrowed, loaned or rented without prior approval from the Trustees.

**Deposit:** A refundable deposit will be required for church facility use by non-church groups, private individuals or for-profit organizations when requested by the Chairman of the Board of Trustees. The deposit will be equal to twice the use fee but not less than \$50. The deposit will be by Certified Check or Cash. The deposit will be waived if recommended by the Pastor or Leadership Council.

**Fees:** Non-church groups and private individuals will be subject to a fee when requested by the Board Chairman or the Board of Trustees – refer to pricing schedule on application effective March 2017. The fee will be waived if recommended by the Pastor or Leadership Council.

### Approval Procedures:

- Facility request form filed by requesting group through the church office.
- Available dates approved by church secretary.
- Request form forwarded to Chairman of the Board of Trustees.
- For those requests that are within the guidelines of the existing policy, the Chairman of the Board of Trustees may approve the request. The Chairman will report all approved usage to the Board of Trustees at the next meeting.
- The Trustees will report denied use back to the requesting group. The form will be returned to the church secretary for date cancellation.
- Approved forms will be returned to the Church secretary and group will be contacted. The secretary will record the fee when received and forward payment to the Business Manager.