



ARAPAHO
UNITED METHODIST CHURCH
PRAY • GIVE • BLESS

**Facility Use Policy for
1400 W. Arapaho Rd.
Richardson, Texas 75080
www.arapaho-umc.org
wifi – AUMCGUEST - !Wireless!
972-231-1005**

Welcome to **Arapaho United Methodist Church!** We hope that our church facility will be useful and that you will feel comfortable. Our commitment is ...

...to deliver God's message of **unconditional love** in ways which will reach the diversity of our community.

...to **proclaim that message** by demonstrating the love of Christ as we care for all people, and especially as we advocate the well being of children, youth, and the aging.

...to **call all people** to gather for worship, to grow in a relationship with Jesus Christ, to join our nurturing community, and to accept the challenge of discipleship.

...to **create a safe environment** by asking that all persons using the building follow the practices listed in the following pages.

OUR BUILDING USAGE POLICY HAS CHANGED – November 2016.

Arapaho United Methodist Church Facility Use Policy

ALL PERSONS CURRENTLY USING OUR FACILITY AS WELL AS PERSONS REQUESTING THE USE OF OUR FACILITY **MUST READ CAREFULLY.**

HOW can I schedule an event ...

Review the Facility Use Policy and initial where indicated. Complete a Reservation Form and Release and Indemnity Agreement (attached) with your deposit and return all to the Church Administrative Secretary for review by the Senior Pastor, Staff and the Chairman of the Trustees.

Upon approval, you will be contacted by the Church Administrative Secretary to confirm and schedule the event(s) on the church calendar.

Building Use Fees ...

Refundable Deposit: \$100.00

Custodial Fee: \$75.00

(Building must be cleaned by user / this fee could be charged if expectations are not met.)

Building Use Fee:

	Church Members	Non-Church Members
Classroom	\$15.00	\$30.00
Fellowship Hall	\$100.00	\$200.00
Fireplace Room	\$50.00	\$100.00
Youth Building	\$75.00	\$150.00
Sanctuary	\$125.00	\$250.00

Sound Equipment Needs

(Sound board must be operated by a trained AUMC member) \$100.00

WHO can use our facility ...

Members and non-members may use the facility for non-profit, non-political activities only.

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Open Hearts, Open Minds, Open Doors

Arapaho United Methodist Church Facility Use Policy

Church related groups have first priority, although such a group should not unreasonably evict a long-standing non-church group's reservation. Significant events related to the mission of the church (i.e. rummage sale, auction, wedding, funeral) will always have precedence over agreements for other uses.

This policy does not include use of the nursery area. The nursery is only available for AUMC functions and ***childcare is not provided or permitted for outside groups.***

GUIDELINES ... *(security cameras and alarms are operational)* **Please initial each item below in agreement.**

_____ No alcoholic beverages or smoking is permitted.

_____ Return all chairs/tables to where they were before your event.

_____ During the first fifteen minutes of your event, someone from your group must be at the entrance to welcome guests. *Either door should be locked 15 minutes after your event begins, or you must have a continuous monitor for the duration of the event.* Failure to follow this procedure will result in you not being able to use the building for future meetings/events.

_____ Upon leaving, all lights should be turned off and doors secured throughout the building.

_____ Paper products for food or drink must be supplied by the user.

_____ All persons using the kitchen, washer and dryer, and surroundings must return the kitchen to the same clean state in which they found it. No food or dishware may be left on the counters, stoves or other public area and all sinks, countertops, stove tops and other equipment must be left clean. This is a warming kitchen only – no cooking will be permitted.

_____ Trash shall be taken to the dumpster container at the northeast corner of the church property.

_____ Due to space limitations, storage of equipment and/or books is not permitted. Support groups must bring their own supplies in for meeting times only.

_____ Decorations of any kind or hanging signs on walls are not allowed without authorization from the Trustee Chair or Administrative Secretary.

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_____ If any accidental spills or damage of any kind occurs, notify the Administrative Secretary as soon as possible during office hours (7:30am-4:30pm) on the following day.

You will be given a copy of this page.

Print Name: _____ **Signature** _____ **Date** _____

EMERGENCY NUMBERS:		
City of Richardson	Emergency 911 / Police 972-744-4800 (non-emergency)	
Blair Thompson-White	Senior Pastor	972-900-9063
Betsy Morton	Trustee President	972-267-6515
Judy Swope	Administrative Assistant	214-728-3517

Reservation Form ...

Today's date _____

Name of Group

Person Responsible

Purpose/Type of Meeting (i.e. celebration, dinner, support group, etc. – details, please)

Telephone

Date(s) Needed

Times Needed

Insurance Information (for large groups Certificate of Insurance is required)

of People in your Party _____ Room Available for Use _____

For Administrative Secretary - Marked on Calendar yes!

Key provided to user? yes no Date Key returned

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Refundable deposit \$	Date Paid _____	Check # _____	Date Refunded _____
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Refundable deposits shall be returned after the building keys are turned in and an inspection of property is completed by the Church Administrative Secretary. Please sign below.

Administrative Secretary

Signature of Person Responsible

Please sign and return to Church Administrative Secretary

RELEASE AND INDEMNITY AGREEMENT

This Release and Indemnity Agreement is entered into between the undersigned and Arapaho United Methodist Church (“AUMC”) in connection with _____ (the “Event”).

In consideration of providing the facilities of AUMC for the Event and other good and valuable consideration, the receipt and adequacy of which are hereby acknowledged, the undersigned agrees as follows:

1. I/we hereby release, waive, discharge and covenant not to sue AUMC or any of its employees, members, officers or directors for any damage, cause of action, liability or obligation incurred or arising in connection with the Event.
2. I/we hereby agree to indemnify and save hold harmless AUMC from any loss, liability, damage or cost that may occur arising out of or related to the Event.
3. I/we hereby assume full responsibility for any risk of bodily injury, death or property damage arising out of or related to the Event, whether caused by the negligence of AUMC, its employees, members, officers or directors.

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Facility Use Policy**

I HAVE READ THIS RELEASE AND INDEMNITY AGREEMENT, FULLY UNDERSTAND ITS TERMS, UNDERSTAND THAT I HAVE GIVEN UP SUBSTANTIAL RIGHTS BY SIGNING IT, AND HAVE SIGNED IT FREELY AND VOLUNTARILY WITHOUT ANY INDUCEMENT, ASSURANCE OR GUARANTEE BEING MADE TO ME AND INTEND MY SIGNATURE TO BE A COMPLETE AND UNCONDITIONAL RELEASE OF ALL LIABILITY TO THE GREATEST EXTENT ALLOWED BY LAW.

Date: _____ Print Name _____ Signature _____

(Party Using Facility)

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