WASHINGTON STREET
UNITED METHODIST CHURCH

Office Use Only

☐ Approved
☐ Not Approved

Date Received: _____

REQUEST TO USE CHURCH FACILITIES

In order to request the use of church facilities, the following information must be as complete as possible. The pastor and some combination of appropriate staff or a church Trustee will evaluate the request and you will be notified within **7 business days**. Please return this form to our Business Operations Manager, Carl Cox, at carl@wsmethodist.org.

Date of Event: _____ Name of Event: _____

[ ] Single Date [ ] Multiple Dates (if multiple, list dates here):_____

From _____ am/pm (circle one) to _____ am/pm (circle one)

Description of Event: _____

_____

Number of Attendees Anticipated: _____

Facilities/Rooms Requested (check all that apply):

[ ] Threatt Hall [ ] Christ Chapel [ ] Sanctuary [ ] Wesley Room

[ ] John Harper Classroom [ ] Holroyd Prayer Room [ ] Youth Room

[ ] Other Classroom (list preferred space)_____

Will you need a separate set-up date/time? If so, when? _____

Responsible Party/Parties:

Name:_____ [ ] Member [ ] Non-Member

Name:_____ [ ] Member [ ] Non-Member

Name:_____ [ ] Member [ ] Non-Member

Do you have access to the building?

[ ] Yes, we have an access code or key fob and will not need access from the staff.

[ ] No, we do not have an access code or key boy and will need to have the building unlocked.

[ ] We will need our requested room unlocked and locked for our event by staff.

Please note: Any event which repeats on a regular basis (more than 2x per year) should be discussed with the Business Operations Manager prior to requesting use of facilities by making an appointment through the church office. You only need to fill out the form once for a recurring event. WSUMC is not responsible for setting up tables and chairs. Any assistance with room/space setup must be pre-arranged with Jerry Sumpter by calling the Church Office or by emailing Jerry directly at jerry@wsmethodist.org.

Applicant Signature: _____ Date:_____

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EVENT CONFIRMATION PROCEDURE

Thank you for getting in contact with us about reserving a date, time, and location for your event in the Church!

Important Notes:

- **DO NOT PROP OPEN ANY DOORS** — if arrangements need to be made for the doors to remain unlocked for any period of time, please contact the Business Operations Manager
- If you are the last group to leave the Church, please make sure that all lights are turned off and the main door from the parking lot **locks** behind you.
- Please also continually note the "*Clean Up Responsibilities"* on the attached page, and double check to make sure your group takes care of the responsibilities pertaining to the location of your meeting.
- If you have **any** type of desired set up for the location of your event, ***you are responsible for providing the labor to set up and breakdown for your event.*** Please contact Jerry Sumpter, our Facilities Manager, **as soon as possible** to make the necessary arrangements for this. Jerry can be reached by calling the main office 803-256-2417 or by email at jerry@wsmehtodist.org.

In order to ensure that your event is confirmed on our calendar, this entire form must be filled out as completely as possible, signed and returned to the Church Office ***within 7 business days*** *of receiving it.*

If you have any questions or concerns, please contact the Business Operations Manager at 803-256-2417 (ext. 122).

Thank you!

Signature: _____ Date: _____

Print Name: _____

Event/Program Name: _____

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CLEAN UP

RESPONSIBILITIES

Please remember that you are responsible for all clean-up after your event. Thank you!

Kitchen:

- Return supplies and equipment to original locations
- Clean all surfaces, sinks, supplies, and/or appliances, etc. that have been used
- Mop floor
- Remove all trash and place in outside dumpster

Threatt Hall:

- Remove table covers and place in trash cans
- Remove all trash and place in outside dumpster
- Return any supplies to kitchen
- Ensure floor is clean (this may include sweeping, and/or mopping up spills, etc.)
- Return all tables, chairs, plants, etc. to original locations

Hallways Between Kitchen/Threatt Hall:

- Ensure floor is clean (this may include sweeping, and/or mopping up spills, etc.)
- Ensure carts, trash cans, and recycle bins are emptied and returned to original locations

Classrooms & Meeting Rooms:

- Ensure floor is clean (this may include sweeping, and/or mopping up spills, etc.)
- Remove all trash and place in outside dumpster
- Tidy the room(s) to leave in their original condition

Restrooms:

- You are not responsible for detailed cleaning of the restrooms. However, please ensure that any paper is picked up and thrown away, and water on counters is wiped up. Please inspect toilets to ensure proper hygiene is maintained.

NOTE: Emergency phone # 803-479-7078 (Jerry Sumpter) or 803-315-2619 (Carl Cox)

Acknowledgement: The designated person or party responsible for hosting this event is expected to be in attendance of the event for its duration. That person's signature should be included below.

Signed:_____ Print Name:_____

Contact Phone #: _____ E-Mail Address:_____

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Church Facility Usage and Hold Harmless Agreement

I/We the undersigned authorized representative(s) of (hereafter the “Organization”) of the city of _____, state of _____ shall be using the building and grounds of Washington Street United Methodist Church (hereafter the “Church”) from _____ to _____, 20___, for the purpose of

_____

hereafter referred to as the “Activity”.

I/We understand and agree that neither the Church, nor its trustees, representatives, employees, and agents may be held liable in any way for an occurrence in connection with the Activity which may result in injury, harm, or other damages to the undersigned or members of our organization and guests, invited or not. Rather, I/We agree that our Organization alone shall be responsible for any property damage, personal injury or death that may occur during our use of the premises.

As part of the consideration for being allowed to use your facility, building and grounds as well as all appliances and fixtures in the activity, I/We release the Church, its trustees, employees, agents, or representatives from any claim for damages, injury, or death which may occur while participating in the Activity. I/We further agree to save and hold harmless the Church, its trustees, employees, agents, or representatives from any claim arising out of or participation in any form or fashion in the Activity.

I/We represent that our Organization has general liability insurance with coverage limits of _____ in effect, as of the date of the Activity. I/We agree to name the Church as an additional insured on our general liability insurance policy and shall provide proof of such additional insurance coverage to the Church prior to the date of the Activity.

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It is a policy of this church to require all contractors, service companies, and outside groups using the church facilities to provide proof of general liability and workers' compensation insurance.

The appropriate Certificate of Insurance prior to any work or event occurring, naming this church as an additional insured.

Name of contractor/organization: _____

Address: _____

Contact Person: _____

Title: _____

Phone Number: _____

Description of activity/job/event:

_____

_____

Approximately, how many people will be involved in the activity/job/event?: _____

What types of activities will be included in this event (e.g., dancing, construction, climbing ladders, use of power tools, meetings, etc.)? _____

_____

Amount of coverage: _____ Name of Insurer: _____

Limits of Liability: _____ Policy Expiration Date: _____

Do you have an umbrella policy? [ ] Yes [ ] No

Are all workers included under your workers' compensation policy? [ ] Yes [ ] No

Is our church/organization named as an "additional insured"? [ ] Yes [ ] No

Signature: _____ Date: _____

For church use:

I have looked at the attached paperwork and have approved the named agency/group/business to use the church facility for the purpose described above.

Signature: _____ Title: _____ Date: _____

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I/We further state the I/we are authorized to sign this agreement; that I/we understand the terms herein are contractual and not mere recital; and that I/we have signed this document of my/our own free act and volition. I/we further state and acknowledge that I/we have fully informed ourselves of the content of this affirmation and release by reading it before I/we signed it.

I/We have executed this Church Usage and Hold Harmless Agreement this _____ day of _____, 20_____.

_____
(ORGANIZATION NAME)

BY:

Signature: _____

Title: _____